

Private Industry Council of San Luis Obispo County, Inc.



Occupational Outlook 1997

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INTRODUCTION

The following Occupational Outlook Report presents the findings of the third annual local Labor Market Information (LMI) study conducted by the Private Industry Council (PIC) of San Luis Obispo County, Inc. In December, 1995, the PIC entered into a partnership with the California Employment Development Department, Labor Market Information Division (LMID), to study and present a current, short-term outlook of the labor market in San Luis Obispo County.

CCOIS began as a pilot program in 1987 and is now implemented throughout California. The Occupational Outlook Reports produced under CCOIS offer the only source of local, up-to-date occupational information. In this report, 20 occupations are profiled, based on information gathered in the spring and summer of 1997 from over 200 employers in San Luis Obispo County. The information, unless otherwise noted, applies specifically to San Luis Obispo County. Coordination of the CCOIS project at the state level facilitates the integration of this data for statewide use.

PROGRAM GOALS

The CCOIS partnership goal is to improve the match between local employers' labor market needs, and the skills and qualifications of job seekers. This is accomplished by providing a variety of current, local information on existing jobs, based on surveys of local employers. The purpose of this report is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning.

POTENTIAL USES FOR THIS INFORMATION

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

- **Career Decisions:** Career counselors and job seekers can use this data to assist them in making informed occupational choices based on skills, abilities, interests, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.
- **Program Planning:** This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and projected growth rates. Program planners can use this information to evaluate, refine, or eliminate programs, and to plan new programs.
- **Curriculum Design:** Training providers can use this data to design and update their training curriculum based on current local employer needs and projected trends as indicated in this report.
- **Economic Development:** Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in San Luis Obispo County.

- **Program Marketing:** Training providers can effectively market their programs by informing students, employers, and others that chances for job placement are greater when their training programs are developed using reliable, local occupational data.
- **Human Resource Management:** Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business expansion and relocation purposes.

This report is intended to be a resource (to be used with others) to assist in making these and many other decisions. The continuing nature of the program enables the PIC to collect, analyze, and report current information on a wide range of occupations, as determined by local needs.

FOR MORE INFORMATION

If you would like more information on the contents of this report, or on labor market information efforts, please call Leslie Brown at the Private Industry Council of San Luis Obispo County, Inc. at (805) 781-2200.

INTERPRETATION OF OCCUPATIONAL PROFILES

P I C

Each occupational profile follows a similar format, providing the information described below. The information for each category of the profiles is based on local employer surveys, as described in the “Research Methods” section of this report. Please keep in mind that the information presented in this report represents a “snapshot in time” and that there may be more recent information that will need to be considered.

TITLE AND JOB DESCRIPTION

The title and definition for each occupation (called “Job Description” in this report) is based on the Occupational Employment Statistics (OES) Dictionary, published by the Bureau of Labor Statistics in May, 1992. (The two exceptions to this include Computer Graphics Specialists and Computer Network Control Operators, two non-OES occupations for which the PIC, EDD/LMID, and local employers developed a description of job duties.) The OES titles and descriptions often encompass multiple specific job titles found in the Dictionary of Occupational Titles (DOT), published by the U.S. Department of Labor, Employment and Training Administration (fourth edition, revised in 1991).

COMMON JOB TITLES

These job titles are those most commonly used in the local job market. Local employers, responding to the occupational surveys, reported job titles they generally use for the respective occupation.

KEY TERMS

I. The terms “almost all, most, many, some, and few” are used in several categories to present the kinds of work experience, education, and skills required by surveyed employers. The following definitions will apply to these terms:

| | |
|----------------------|---------------------------------------|
| Almost all employers | 80% up to but not including 100% |
| Most employers | 60% up to but not including 80% |
| Many employers | 40% up to but not including 60% |
| Some employers | 20% up to but not including 40% |
| Few employers | less than 20% of responding employers |

II. The following terms are used to indicate the relative employment size of each occupation in San Luis Obispo County:

| | |
|------------|---------------------|
| Small | Less than 116 |
| Medium | Between 116 and 233 |
| Large | Between 234 and 519 |
| Very large | Over 519 |

III. According to EDD Occupation Projections for San Luis Obispo County, the average growth between 1994-2001 for all occupations is 10.6%. The following terms are used to indicate the relative, expected growth rate for occupations in San Luis Obispo County:

| | |
|--|--|
| Much faster than average | 1.5 times the average, or more |
| Faster than average | between 1.1 and 1.49 times the average |
| Average | between .9 and 1.09 times the average |
| Slower than average | less than .9 times the average (but showing some growth) |
| No significant change, or remains stable | |
| Slow decline | |

EMPLOYMENT TRENDS

The local size and estimated projected growth through 2001 for each occupation surveyed is data obtained from Table 6 of the EDD publication "Projections and Planning Information for San Luis Obispo County."

Also included in this section is information on labor supply and demand for each occupation based on the degree of difficulty employers have in finding qualified applicants. The following terms are used to classify occupational supply and demand in San Luis Obispo County:

| | |
|--------------------|--|
| Very difficult | Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. |
| Somewhat difficult | Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. |
| A little difficult | Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking. |
| Not difficult | Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. |

EMPLOYER REQUIREMENTS

This section presents a summary of the work experience and training surveyed employers require (or prefer) prior to employment. The education level of most recent hires is also reported in this section.

A list of Local Training Providers and their programs is provided in Appendix E. For more information about a wide range of training providers offered in San Luis Obispo and Santa Barbara Counties, please refer to the 1996-97 Training Directory available through the PIC. This directory includes private training facilities that have been approved by the Council for Private Postsecondary and Vocational Education (CPPVE), as well as public institutions providing occupational training.

Skills and qualifications identified as "very important" to most of the responding employers for job performance are listed in this section, along with new skills sought by employers, skills that are obsolete, and skills and qualifications found to be in short supply among applicants. Skills that have been reported by more than one employer or by firms employing a majority of workers in the occupation are listed. General terms were used when needed in an effort to maintain the confidentiality of the responding firm.

POTENTIAL WAGES AND HOURS

The range of wages and the median wage paid are provided for three different levels of experience and employment. The extreme high and/or low wage values were excluded in some cases to allow for a more representative range estimate. This information serves as a guide for comparing potential earnings from one occupation to another. This data is not intended to represent official prevailing wages.

The number of hours worked per week on average for full-time, part-time, temporary, and seasonal workers (if applicable) is provided in this section as well. Data is presented for the majority of workers in the occupation.

Wage data was collected between May and September, 1997, and reflects the following definitions:

| | |
|--|---|
| New to firm, no experience | Wage paid to persons trained but without paid experience in the occupation. |
| New to firm, experienced | Wage paid to journey-level experienced persons just starting at the firm. |
| Three years with the firm, experienced | Wages generally paid to persons with more than three years of journey-level experience at the firm. |

BENEFITS

The benefits offered by local employers (in terms of percentage of frequency) to full and part-time workers is presented. Benefits most commonly provided by employers are listed in descending order (for full-time employees). It is important to keep in mind that some employers may require a waiting or probationary period before some or all benefits go into effect. Also, the cost share between employee and employer, as well as the degree of insurance coverage, may vary by employer and is not covered in this report.

RECRUITMENT STRATEGIES USED

The most commonly used recruitment strategies, as reported by responding employers, is identified in descending order.

OTHER INFORMATION

Information on the promotional patterns reported by responding employers is presented here.

The state job outlook is also provided to give the reader a larger picture of the outlook for the occupation. Statewide job outlook is based on information derived from the respective California Occupational Guides (where available). Users of this report are encouraged to refer to these guides for more complete information. State labor market data could vary from the local situation because of the unique characteristics of local industries.

Information on the major industries employing each occupation is based on the EDD/LMID publication "Projections for Employment". The terms used in this section are taken from the Standard Industrial Classification (SIC) Manual. When an occupation is employed by a wide variety of industries, those industries employing the greatest number of persons in the occupation are identified in this report.

Finally, the corresponding California Occupational Guide Number and the DOT titles and codes (found in Appendix A for most occupations) are given.

RESEARCH METHODS

The following describes the process followed to complete this study, and the respective roles of the PIC and the EDD/LMID.

I. OCCUPATION SELECTION

The PIC consulted with EDD to determine occupations that are significant in the county and/or are expected to grow in the next 6 years. PIC staff also reviewed their job order information, and scanned the local newspaper to verify that the occupations selected were in fact showing immediate openings. A list of 40 proposed occupations suitable for study was compiled and distributed to local employers and other interested parties for input. The selections made by those responding were compiled and the summary was reviewed in a community meeting.

Representatives from the private and public sectors, educational institutions, and vocational counselors were invited to the community meeting held in January, 1997. Participants were asked to help the PIC select the 20 occupations for study in 1997. The primary objective was to select occupations which are of most interest to the users (and potential users) of this publication. In this third year of the project, two occupations that have not been classified by the OES system were selected for study because of the increasing demand by employers, and the increasing interest among students for these two occupations.

Participants in the community occupation selection meeting agreed to give preference to occupations using the following criteria:

- Have a substantial employment base in the county, and/or
- Have a substantial number of job openings projected in the next 6 years, and/or
- Require training which would take two years or less to complete, and/or
- Show opportunity for upward mobility, or are full-performing professions.

Some of the selected occupations failed to meet all four criteria, but were selected based on community interest.

EDD/LMID reviewed and approved the final list of occupations for study, and verified the correct definition for each occupation.

II. DEFINITION OF THE OCCUPATION

The definition of each occupation is found in the Occupational Employment Statistics (OES) Dictionary published by the U.S. Department of Labor, with the exception of Computer Network Control Operators and Computer Graphics Specialists. The definitions for these two occupations were created by the PIC with assistance from local employers and educators, and LMID staff. The OES occupation definitions define the activities and functions of the worker and are sufficiently broad to capture a wide range of specialties within an occupation, but clear enough for use in research. The OES definitions are used by LMID to produce projections for employment (occupational estimates of size, growth, and separations).

III. SURVEY SAMPLE DESIGN

After the survey occupations were selected, LMID then drew a sample of up to 40 local employers, comprised of a cross section of various sized firms, and representative of all major employing industries for each occupation. The PIC staff edited the employer sample, adding and deleting firms as needed, while maintaining representation. Prior to commencing the survey process the edited sample was approved by EDD/LMID. During the survey process, the PIC found that further edits were necessary since some employers did not use the occupation(s) being surveyed.

IV. QUESTIONNAIRE DEVELOPMENT

A standard, two-page, employer questionnaire was developed by EDD/LMID. A third page was developed by the PIC to meet local needs. (See sample questionnaire in Appendix D.)

V. SURVEY PROCEDURES

The survey process began in May and continued through mid-September, 1997. Over 500 employers were contacted for this effort. Employers were first contacted by phone to verify employment of the occupation. A survey was then faxed to the appropriate contact person within the firm. Follow-up phone calls were made to employers who failed to respond to the faxed survey by the established deadline to encourage their participation in the study. In many cases a second copy of the survey was faxed to the contact person.

All completed surveys were reviewed and checked for completeness and consistency. Follow-up calls were made to complete and/or clarify responses.

Completed surveys deemed useable for the study were then coded for data entry. The PIC's required response goal was 15 useable responses for each occupation. This goal was met or exceeded for all but a few occupations, where the pool of employers was small, or the needed responses were difficult to obtain. Required response goals also included a minimum of three useable surveys from the major industry employing the occupation (where appropriate) to ensure adequate representation.

VI. DATA ENTRY, TABULATION, AND SUMMARY

Coded survey responses to the standard questions were entered into the CCOIS database and basic tabulations were run by both the PIC and EDD/LMID. Tabulations for the locally-developed skills/qualifications questions were run separately on a database program. From these tabulations, the data was analyzed by the PIC and draft occupational profiles were prepared by the PIC. The draft profiles and other report materials were then reviewed by EDD/LMID analysts. Once the review and edit was completed, this report was finalized and produced.

VII. DISSEMINATION

The PIC will hold a meeting on January 16, 1998, to disseminate this report and select 20 new occupations to study in 1998. The PIC will invite representatives from the many user groups of LMI information to this meeting. Additional copies of the report will be distributed to various organizations such as schools, economic development organizations, libraries, and other Local Partners in the state. This report is also available for sale upon request.

Occupational Profiles San Luis Obispo County 1997

Animal Caretakers - Except Farm

OES 790170

 17 Firms Responded
 102 Jobs Represented

Job Description

Animal Caretakers feed, water, groom, exercise, or otherwise care for small or large animals, fish, or birds in zoos, circuses, pounds, laboratories, animal hospitals, aquariums, kennels, or stables. They clean and repair cages, pens, or fish tanks. They administer tests to experimental animals or give treatments to sick or injured animals, and keep records of feedings, tests, and treatments, and of animals received and discharged.

Common Job Titles: Animal Assistant, Kennel Worker (Helper or Person), Vet Assistant, Exercise Rider, Groomer, Aquarium Sales, and Maintenance Worker (Zoo).

Employment Trends

Occupational Forecast:

1994 - 80 2001 - 100 20 Separations*

Projected Growth Rate: much faster than average (25%)

Occupation Size: small

Estimated Employment in 1997 - 89

Labor Supply & Demand Assessment:

Degree of difficulty in finding qualified applicants:

| | <u>Not</u> | <u>A Little</u> | <u>Somewhat</u> | <u>Very</u> |
|----------------|------------|-----------------|-----------------|-------------|
| Inexperienced: | 18% | 29% | 53% | 0% |
| Experienced: | 12% | 24% | 41% | 24% |

Most (59%) respondents expect employment in this occupation to grow over the next three years due to increased business.

48% of the 102 employees covered in this profile were hired in the last 12 months primarily to fill vacated positions (69%). The remaining 30% were evenly distributed among new permanent positions, temporary positions, and promotions. *(Note: the actual separation rate reported by employers is higher than the rate projected by EDD.)

Local Outlook:

Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Employer Requirements

Skills and Qualifications Reported as Very

Important: ability to apply common sense; have a love of animals, concern for their needs and a knowledge of the species being cared for; have a firm but gentle manner; good observation skills; ability to recognize subtle changes in animal behavior and illness or stress; ability to follow instructions, have a willingness to learn; ability to perform multiple tasks at once; ability to think on feet and act in emergency situations; ability to think ahead and prevent problems; good public contact skills; emotional stability, and reliability.

Computer software skills sought by some (24%) responding employers include database (100%) and word processing (50%).

New skills sought by many (47%) responding employers include updated medical knowledge and use of equipment; dental hygiene for animals (certificate); gamma camera radiation safety; ability to read ultrasound; in-house laboratory equipment use; Spanish speaking; and computer literacy.

Skills Found to be in Short Supply (a list compiled from those reported by responding employers): technical knowledge, responsibility, reliability, communication, public contact skills, promptness, loyalty, and dedication.

Education of Recent Hires:

Bachelor Degree - 6%
 Associate Degree - 4%
 Some college but no degree - 41%
 High School or equivalent - 10%
 Less than High School - 39%

Training as a Substitute for Previous Work Experience:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 0% | 59% | 35% | 6% |

Related Work Experience Required Prior to Employment:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 12% | 53% | 29% | 6% |

Most responding employers seek up to 12 months prior experience.

Potential Wages/Hours

Non-union employees

| | Range | Median |
|--------------------------|------------------|--------|
| New hires, no experience | \$5.15 - \$6.00 | \$5.15 |
| New to firm, experienced | \$5.15 - \$6.50 | \$5.43 |
| 3+ yrs. w/firm | \$6.00 - \$10.00 | \$7.00 |

Union worker wages are higher.

Many (54%) covered employees in this occupation work full-time – 41 hours/week, weighted average, while some (37%) work part-time, 21 hours/week, weighted average. Some employees (20%) work on a temporary basis – 35 hours/week, weighted average.

Benefits

Most (65%) responding employers offer benefits as follows:

| | Full Time | Part Time |
|--------------------|-----------|-----------|
| Paid Vacation: | 91% | 18% |
| Medical Insurance: | 55% | 9% |
| Paid Sick Leave: | 45% | 18% |
| Dental Insurance: | 27% | 9% |
| Retirement Plan: | 27% | 0% |
| Vision Insurance: | 18% | 0% |
| Life Insurance: | 18% | 9% |
| Child Care: | 9% | 0% |

Recruitment Strategies Used

| | |
|---------------------------------|-----|
| Employee Referrals: | 81% |
| Newspaper Ads: | 63% |
| Unsolicited Applicants: | 38% |
| In-House Promotion or Transfer: | 31% |
| Other: | 25% |
| Public School Referrals: | 6% |

Other strategies include volunteer pool, recommendations from clients and friends, word of mouth, and trade journals.

Other Relevant Info

Career Track:

Most (69%) responding employers promote their Animal Caretakers to a variety of positions such as reception, office help, Veterinary Technician (with additional training and certification), or to a supervisory position.

Employee Profile:

61% female
94% non-union

State Outlook:

Information not available.

Where the Jobs are:

Veterinary Services, SIC 0742; Animal Specialty Services, SIC 0752; Racing, including Track Operations, SIC 7948; and Membership Organizations NEC, SIC 8699.

Related DOT Codes:

| DOT Code | DOT Title |
|-------------|-----------------------|
| 410.674-010 | Animal Caretaker |
| 410.674-022 | Stable Attendant |
| 412.674-010 | Animal Keeper |
| 412.674-014 | Animal-Nursery Worker |
| 418.381-010 | Horseshoer |
| 418.674-010 | Dog Groomer |
| 418.677-010 | Dog Bather |
| 449.674-010 | Aquarist |

California Occupational Guide No.:

None.

Automotive Body and Related Repairers

OES 853050

 15 Firms Responded
 62 Jobs Represented

Job Description

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

Common Job Titles: Auto Body Technicians, Paint Technicians, Painter, Auto Body Helper, Body Person, Prep Person, and Frame Person.

Employment Trends

Occupational Forecast:

1994 - 120 2001 - 140 20 Separations

Projected Growth Rate: much faster than average (16.7%)

Occupation Size: medium

Estimated Employment in 1997 - 134

Labor Supply & Demand Assessment:

Degree of difficulty in finding qualified applicants:

| | <u>Not</u> | <u>A Little</u> | <u>Somewhat</u> | <u>Very</u> |
|----------------|------------|-----------------|-----------------|-------------|
| Inexperienced: | 14% | 43% | 29% | 14% |
| Experienced: | 20% | 27% | 27% | 27% |

Many (53%) respondents expect employment in this occupation to grow over the next three years, while many (47%) responding employers expect employment to remain stable.

39% of the 62 employees covered in this profile were hired in the last 12 months primarily to fill new positions (54%) and vacated positions (38%).

Local Outlook:

Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Employer Requirements

Skills and Qualifications Reported as Very

Important: masking skills; welding skills; ability to apply various painting techniques and skills; ability to pay attention to detail; ability to follow safe work practices; ability to read and follow instructions; ability to work on a team; ability to get along with coworkers; ability to accept criticism in order to learn; common sense; and a neat and clean appearance.

New skills identified by many (47%) responding employers include: Frame School education; knowledge of auto construction; automotive electronics; plastics repair; training in new materials; aluminum repair; material handling; and computer knowledge.

Computer software skills sought by a few responding employers include word processing (50%), database (25%), and color matching software (25%).

Skills Found to be in Short Supply (a list compiled from those reported by responding employers): clean up skills, color matching, penmanship, experience, and certification.

Education of Recent Hires:

High School or equivalent - 100%

Training as a Substitute for Previous Work Experience:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 7% | 80% | 13% | 0% |

Training or certification required by many responding employers include I-Car certification, ASE certification, and/or education in an auto body trade program.

Related Work Experience Required Prior to Employment:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 0% | 7% | 33% | 60% |

Most responding employers (60%) seek between 12-36 months previous work experience, while some (27%) seek 5 years.

Automotive Body and Related Repairers

P I C

Potential Wages/Hours

Non-union employees

| | Range | Median |
|--------------------------|-------------------|---------|
| New hires, no experience | \$5.15 - \$10.36 | \$6.90 |
| New to firm, experienced | \$8.00 - \$17.50 | \$10.00 |
| 3+ yrs. w/firm | \$10.00 - \$23.97 | \$14.00 |

Almost all (97%) employees in this occupation work full-time – 40 hours/week, weighted average.

Benefits

Almost all (93%) responding employers offer benefits as follows:

| | Full Time | Part Time |
|--------------------|-----------|-----------|
| Paid Vacation: | 93% | 0% |
| Medical Insurance: | 86% | 0% |
| Paid Sick Leave: | 43% | 0% |
| Dental Insurance: | 43% | 0% |
| Life Insurance: | 29% | 0% |
| Vision Insurance: | 14% | 0% |
| Retirement Plan: | 7% | 0% |

Recruitment Strategies Used

| | |
|---------------------------------|-----|
| Employee Referrals: | 80% |
| Newspaper Ads: | 53% |
| Unsolicited Applicants: | 20% |
| Public School Referrals: | 13% |
| Other: | 13% |
| In-house Promotion or Transfer: | 7% |

Other strategies include word of mouth and inter-industry referrals.

Other Relevant Info

Career Track:

Most of the responding employers (71%) promote their Auto Body Repairers from a helper to full Body Repairer or Painter position, or to a management position.

Employee Profile:

98% male
100% non-union

State Outlook:

Growth is projected to be a little better than average for all occupations. Demand for experienced workers will continue but there is a surplus of inexperienced trade school graduates.

Where the Jobs are:

Top and Body Repair and Paint Shops, SIC 7532; New and Used Car Dealers, SIC 5511; Auto and Home Supply Stores, SIC 5531; General Automotive Repair Shops, SIC 7538; and Automotive Glass Replacement Shops, SIC 7536.

Related DOT Codes:

See Appendix A.

California Occupational Guide No. 68

Bakers - Bread and Pastry

OES 650210

13 Firms Responded
76 Jobs Represented

Job Description

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked good. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

Common Job Titles: Baker and Production Worker

Employment Trends

Occupational Forecast:

1994 - 140 2001 - 170 30 Separations*

Projected Growth Rate: much faster than average (21.4%)

Occupation Size: medium

Estimated Employment in 1997 - 153

Labor Supply & Demand Assessment:

Degree of difficulty in finding qualified applicants:

| | <u>Not</u> | <u>A Little</u> | <u>Somewhat</u> | <u>Very</u> |
|----------------|------------|-----------------|-----------------|-------------|
| Inexperienced: | 14% | 21% | 50% | 14% |
| Experienced: | 14% | 21% | 36% | 29% |

Many (57%) respondents expect employment in this occupation to grow over the next three years due to an increase in sales and business, while some (36%) responding employers expect employment to remain stable. *(Note: actual turnover appears to be greater than EDD projections.)

64% of the 76 employees covered in this profile were hired in the last 12 months primarily to fill new permanent (37%) and temporary (31%) positions. Some of these (22%) were hired to fill vacated positions.

Local Outlook:

Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Employer Requirements

Skills and Qualifications Reported as Very

Important: ability to stand for long periods of time; willingness to work early mornings and weekends; ability to work independently; cleanliness, neat appearance, reliable, able to work around machinery and practice safety; friendly; able to troubleshoot recipes, and correct problems. (These skill results are heavily weighted by baking production firms. Skill needs vary based on the type of business and product made. Cake decorating and pastry baking would be more important in a retail bakery selling those products than in a wholesale bread bakery operation.)

Skills Found to be in Short Supply (a list compiled from those reported by some responding employers): good work ethic; willingness to work evenings and weekends; longevity, showing up on time; ability to apply common sense; and ability to see the big picture.

Education of Recent Hires:

Some college but no degree - 57%

High School or equivalent - 43%

Training as a Substitute for Previous Work Experience:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 7% | 43% | 36% | 14% |

Related Work Experience Required Prior to Employment:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 29% | 29% | 21% | 21% |

Employers seek between 6-24 months previous work experience.

Potential Wages/Hours

Non-union employees

| | Range | Median |
|--------------------------|------------------|--------|
| New hires, no experience | \$5.15 - \$6.50 | \$5.45 |
| New to firm, experienced | \$5.95 - \$8.50 | \$7.00 |
| 3+ yrs. w/firm | \$7.00 - \$11.28 | \$9.00 |

Union worker wages tend to be higher.

Most (71%) employees in this occupation work full-time - 38 hours/week, weighted average, while some (20%) work on a temporary basis - 35 hours/week, weighted average.

Benefits

Many (57%) responding employers offer benefits as follows:

| | Full Time | Part Time |
|--------------------|-----------|-----------|
| Paid Vacation: | 88% | 38% |
| Medical Insurance: | 50% | 38% |
| Vision Insurance: | 50% | 38% |
| Dental Insurance: | 50% | 38% |
| Paid Sick Leave: | 38% | 38% |
| Life Insurance: | 38% | 13% |
| Retirement Plan: | 25% | 25% |

Recruitment Strategies Used

| | |
|---------------------------------|-----|
| In-House Promotion or Transfer: | 50% |
| Employee Referrals: | 43% |
| Newspaper Ads: | 36% |
| Unsolicited Applicants: | 21% |
| Employment Development Dept.: | 7% |
| Private Employment Agencies: | 7% |
| Private School Referrals: | 7% |
| Union Hall Referrals: | 7% |

Other Relevant Info

Career Track:

Half of the responding employers promote their Bakers, primarily to a lead or management position.

Employee Profile:

68% male
79% non-union

State Outlook:

Growth will be much slower than average for Production Bakers, and slightly slower than average for the broad occupation.

Where the Jobs are:

Grocery Stores, SIC 5411; Retail Bakeries, SIC 5461; and Eating Places (some restaurants), SIC 5812.

Related DOT Codes:

| DOT Code | DOT Title |
|-------------|-------------------------|
| 313.361-010 | Baker, Second |
| 313.361-038 | Pie Maker |
| 313.381-010 | Baker |
| 313.381-018 | Cook Apprentice, Pastry |
| 313.381-026 | Cook, Pastry |

California Occupational Guide No's.:

| | |
|-------------------------------|-----|
| Bakers and Production Workers | 330 |
| Retail Bakers | 532 |

Computer Graphics Specialists

Non-OES 030064997

17 Firms Responded
52 Jobs Represented

Job Description

Computer Graphics Specialists create computer graphic designs and artwork to illustrate subject consumption of materials, products, or services, and to influence others in their opinion of individuals, organizations, products, or services. Graphics and artwork are created with computer modeling, simulation, and graphics software. They may edit, add color, texture, and motion to graphics with a computer.

Common Job Titles: Graphic Artist, Graphic Designer, and Computer Graphics Person or Specialist.

Employment Trends

Occupational Forecast:

1994 - 40 2001 - 50 10 Separations*

Projected Growth Rate: much faster than average (18%)*

Occupation Size: small

Estimated Employment in 1997 - 44

Labor Supply & Demand Assessment:

Degree of difficulty in finding qualified applicants:

| | <u>Not</u> | <u>A Little</u> | <u>Somewhat</u> | <u>Very</u> |
|----------------|------------|-----------------|-----------------|-------------|
| Inexperienced: | 8% | 17% | 58% | 17% |
| Experienced: | 18% | 24% | 53% | 6% |

Many (59%) respondents expect employment to grow over the next three years as business and workload expand. Many other employers (41%) expect employment to remain stable over the same period. (Note: both growth and separations have exceeded EDD projections.)

40% of the 52 employees covered in this profile were hired in the last 12 months primarily to fill new positions (48%) and vacated positions (38%).

Local Outlook:

Worker supply is somewhat larger than demand for experienced, qualified applicants. Applicants may experience competition in job seeking.

Employer Requirements

Skills and Qualifications Reported as Very

Important: ability to use a specific computer (60% of the employers responding to this question seek knowledge of the Macintosh, 20% seek knowledge of the PC, and 20% seek knowledge of both); ability to apply principles of layout; ability to use graphics software including Quark Express, Adobe PhotoShop, Adobe Illustrator, Adobe PageMaker, and/or Adobe Freehand; ability to work as part of a team; ability to pay attention to detail; ability to work independently; ability to work under pressure; ability to read and follow directions; imagination and creativity. Other qualifications mentioned by responding employers include dependability and flexibility; writing; critical thinking; eagerness to learn new technology; promptness; enthusiasm; and ability to follow up and follow through.

Computer software skills sought by all responding employers include desktop publishing programs (88%), word processing (59%), database (12%), spreadsheet (12%), and graphics programs (as listed above).

New skills sought by many responding employers include internet experience and programming, web page design, digital photo downloading, computer color separation, full pagination, digital color output, knowledge of routers and bridges, and experience with communication systems.

Skills Found to be in Short Supply (a list compiled from those reported by responding employers): web design experience, people who can work with all programs, initiative and problem solving, and applicants with combined skills of design, production, and technology.

Education of Recent Hires:

Bachelor Degree - 52%

Associate Degree - 24%

Some college but no degree - 24%

Training as a Substitute for Previous Work Experience:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 14% | 21% | 50% | 14% |

Some responding employers (29%) seek a Bachelor degree in Graphic Communications.

Employer Requirements, cont.

Related Work Experience Required Prior to Employment:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 14% | 21% | 50% | 14% |

Employers seek 6-24 months previous work experience.

Potential Wages/Hours

Non-union employees

| | Range | Median |
|--------------------------|-------------------|---------|
| New hires, no experience | \$6.00 - \$13.27 | \$7.50 |
| New to firm, experienced | \$7.00 - \$14.92 | \$9.59 |
| 3+ yrs. w/firm | \$11.00 - \$17.00 | \$14.38 |

Union worker wages tend to be higher.

Most (77%) employees in this occupation work full-time – 40 hours/week, weighted average, while some others (23%) work part-time – 24 hours/week, weighted average.

Benefits

Many (57%) responding employers offer benefits as follows:

| | Full Time | Part Time |
|--------------------|-----------|-----------|
| Medical Insurance: | 100% | 13% |
| Paid Vacation: | 93% | 13% |
| Paid Sick Leave: | 73% | 13% |
| Dental Insurance: | 60% | 13% |
| Retirement Plan: | 47% | 13% |
| Vision Insurance: | 33% | 7% |
| Life Insurance: | 33% | 0% |
| Child Care: | 7% | 0% |

Recruitment Strategies Used

| | |
|---------------------------------|-----|
| Newspaper Ads: | 76% |
| Employee Referrals: | 41% |
| In-House Promotion or Transfer: | 41% |
| Unsolicited Applicants: | 24% |
| Private Employment Agencies: | 18% |
| Public School Referrals: | 18% |
| Private School Referrals: | 12% |
| Other: | 12% |
| Employment Development Dept.: | 6% |

Other strategy: asking business associates.

Other Relevant Info

Career Track:

Many (56%) responding employers indicated that they promote their Computer Graphics Specialists to positions such as Senior Designer or a supervisory/management position.

Employee Profile:

54% female
88% non-union

State Outlook:

Information not available.

Where the Jobs are:

Newspaper Publishing, SIC 2711; Periodicals, SIC 2721; Miscellaneous Publishing, SIC 2741; Commercial Printing, Lithographic, SIC 2752; Commercial Printing NEC, SIC 2759; Advertising Agencies, SIC 7311; Commercial Art and Graphic Design, SIC 7336; and Colleges and Universities, SIC 8221.

Related DOT Codes:

See Appendix A.

California Occupational Guide No.:

None.

Computer Network Control Operators

Non-OES 031262994

17 Firms Responded

65 Jobs Represented

Job Description

Computer Network Control Operators maintain, test, monitor and troubleshoot local and wide area networks (LAN/WAN), and resolve user problems. They may report to a Network Manager about specific system problems. They may train users to use the equipment. As the network system ages they may also repair and replace systems.

Common Job Titles: Network Engineer, Network Administrator, Network Systems Analyst, Computer Analyst/Technician, and Equipment Systems Specialist/Technician.

Employment Trends

Occupational Forecast:

1994 - 330 2001 - 410 50 Separations

Projected Growth Rate: much faster than average
(24.2%)

Occupation Size: large

Estimated Employment in 1997 - 364

Labor Supply & Demand Assessment:

Degree of difficulty in finding qualified applicants:

| | <u>Not</u> | <u>A Little</u> | <u>Somewhat</u> | <u>Very</u> |
|----------------|------------|-----------------|-----------------|-------------|
| Inexperienced: | 22% | 11% | 22% | 44% |
| Experienced: | 6% | 47% | 35% | 12% |

Many (53%) respondents expect employment to grow over the next three years as the use of automated technology expands. Many other employers (41%) expect employment to remain stable over the same period.

43% of the 65 employees covered in this profile were hired in the last 12 months primarily to fill temporary positions (54%), new positions (18%), vacated positions (14%), or due to promotions (14%).

Local Outlook:

Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Employer Requirements

Skills and Qualifications Reported as Very

Important: ability to read and follow instructions; knowledge of microcomputer hardware systems; knowledge of software applications; understanding of wide area networks; ability to pay close attention to detail; problem solving skills; ability to troubleshoot hardware and software programs; able to repair personal computers; finger dexterity; ability to work under pressure and to jump from one project to another; communication, patience; and customer service skills.

Computer software skills sought by almost all responding employers include word processing (94%), database (94%), spreadsheet (75%), desktop publishing programs (50%), and other programs such as Windows 95 and NT, Unix, Novell networking, and/or HTML.

New skills commonly identified for this occupation include staying abreast of new technology, LAN/WAN management, knowledge of routers and bridges, and experience with communication systems.

Skills Found to be in Short Supply

(a list compiled from those reported by some responding employers): qualified personnel (including Novell and/or Microsoft certification) and employees who won't bring personal problems to the office.

Education of Recent Hires:

Bachelor Degree - 57%

Associate Degree - 14%

Some college but no degree - 29%

Training as a Substitute for Previous Work Experience:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 12% | 82% | 6% | 0% |

Many employers (41%) seek a college degree or Novell CNE and/or Microsoft MCSE certification. A few seek trade school education.

Employer Requirements, cont.

Related Work Experience Required Prior to Employment:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 0% | 0% | 41% | 59% |

Those employers seeking prior work experience desire 12-36 months of experience in computer applications, networking, and personal computer support.

Potential Wages/Hours

Non-union employees

| | Range | Median |
|--------------------------|-------------------|---------|
| New hires, no experience | \$8.00 - \$19.00 | \$11.51 |
| New to firm, experienced | \$9.00 - \$19.18 | \$15.29 |
| 3+ yrs. w/firm | \$11.93 - \$23.10 | \$19.18 |

Union workers are paid similar wages.

Many (48%) employees in this occupation work full-time - 42 hours/week, weighted average, while some others (38%) work temporary or on-call, 40 hours/week weighted average.

Benefits

Many (57%) responding employers offer benefits as follows:

| | Full Time | Part Time |
|--------------------|-----------|-----------|
| Paid Vacation: | 94% | 50% |
| Medical Insurance: | 94% | 44% |
| Paid Sick Leave: | 88% | 50% |
| Dental Insurance: | 81% | 38% |
| Retirement Plan: | 75% | 44% |
| Vision Insurance: | 63% | 38% |
| Life Insurance: | 44% | 6% |
| Child Care: | 13% | 13% |

Other benefits offered include long-term disability and 401K.

Recruitment Strategies Used

| | |
|---------------------------------|-----|
| Newspaper Ads: | 88% |
| Employee Referrals: | 53% |
| In-House Promotion or Transfer: | 41% |
| Private Employment Agencies: | 35% |
| Employment Development Dept.: | 29% |
| Unsolicited Applicants: | 12% |
| Public School Referrals: | 12% |
| Private School Referrals: | 12% |
| Other: | 12% |

Other strategies include State Examination lists and interagency advertising.

Other Relevant Info

Career Track:

Half of the responding employers (who employ the majority of employees covered in this profile) indicated that they promote their Computer Network Control Operators to positions such as Network Manager, MIS Manager, or a higher level position in the occupation series.

Employee Profile:

78% male
71% non-union

State Outlook:

Growth for the broad occupation of Computer Systems Analyst is projected to be much faster than average for all occupations, through the year 2005.

Where the Jobs are:

A wide variety of settings where computers are networked.

Related DOT Codes:

See Appendix A.

California Occupational Guide No. 2001A

(See "Network Analyst")

Correction Officers and Jailers

OES 630170

 3 Firms Responded
 914 Jobs Represented

Job Description

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other points, traveling by automobile or public transportation, and may be designated deputy guards. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

Common Job Titles: Sheriff's Correctional Officers, Correctional Officers, and Group Supervisors.

Employment Trends

Occupational Forecast:

1994 - 890 2001 - 1,040 90 Separations

Projected Growth Rate: much faster than average (16.9%)

Occupation Size: very large

Estimated Employment in 1997 - 954

Labor Supply & Demand Assessment:

Degree of difficulty in finding qualified applicants:

| | <u>Not</u> | <u>A Little</u> | <u>Somewhat</u> | <u>Very</u> |
|----------------|------------|-----------------|-----------------|-------------|
| Inexperienced: | 67% | 0% | 33% | 0% |
| Experienced: | 67% | 0% | 33% | 0% |

All respondents expect employment to grow over the next three years due to new laws increasing incarceration.

8% of the 914 employees covered in this profile were hired in the last 12 months primarily to fill new positions (86%).

Local Outlook:

Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

Employer Requirements

Skills and Qualifications Reported as Very

Important: ability to accurately record and report information; ability to pass a pre-employment medical exam, physical stamina; ability to handle crisis situations; willingness to work with close supervision; willingness to work nights, weekends, and holidays; problem-solving skills; ability to work under pressure; ability to deal effectively with difficult individuals; ability to make decisions; ability to read and follow instructions; and ability to write legibly.

New skills and physical abilities desired by responding employers include computer skills and increased hearing standards.

Skills/Qualifications Found to be in Short

Supply: ability to meet physical and vision requirements.

Education of Recent Hires:

High School or equivalent - 100%

Training as a Substitute for Previous Work Experience:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 33% | 33% | 33% | 0% |

Related Work Experience Required Prior to Employment:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 100% | 0% | 0% | 0% |

Potential Wages/Hours

Union employees

| | Range | Median |
|--------------------------|-------------------|---------|
| New hires, no experience | \$11.51 - \$15.03 | \$13.55 |
| New to firm, experienced | \$13.55 - \$15.03 | \$13.55 |
| 3+ yrs. w/firm | \$16.69 - \$18.16 | \$18.16 |

Almost all (88%) employees in this occupation work full-time – 40 hours/week, weighted average, while a few (12%) work on a temporary basis – 30 hours/week, weighted average.

Benefits

All responding employers offer benefits as follows:

| | Full Time | Part Time |
|--------------------|-----------|-----------|
| Paid Vacation: | 100% | 67% |
| Medical Insurance: | 100% | 33% |
| Vision Insurance: | 100% | 33% |
| Dental Insurance: | 100% | 33% |
| Paid Sick Leave: | 100% | 67% |
| Retirement Plan: | 100% | 33% |

Recruitment Strategies Used

| | |
|---------------------------------|-----|
| In-House Promotion or Transfer: | 67% |
| Newspaper Ads: | 67% |
| Employment Development Dept.: | 67% |
| Employee Referrals: | 33% |
| Unsolicited Applicants: | 33% |
| Other: | 33% |
| Public School Referrals: | 33% |

Other strategy: advertisements to other institutions.

Other Relevant Info

Career Track:

All responding employers promote their Correction Officers and Jailers to supervisory level positions.

Employee Profile:

80% male
100% union

State Outlook:

Employment is projected to grow much faster than average for all occupations through 2005. Recent legislation such as the “Three Strikes” law may generate an increased demand for officers. New state prisons will be built to house the increasing number of convicted felons. Many jobs will continue to result from turnover - this is an entry-level position where the turnover is high.

Where the Jobs are:

Employment is found in Jails and Prisons, SIC 9223 (both State and Local Government).

Related DOT Codes:

| DOT Code | DOT Title |
|-------------|--------------------|
| 372.367-014 | Jailer |
| 372.567-014 | Guard, Immigration |
| 372.667-018 | Correction Officer |
| 372.677-010 | Patrol Conductor |
| 375.367-010 | Police Officer |

California Occupational Guide No. 220

Dental Hygienists

OES 329080

 18 Firms Responded
 53 Jobs Represented

Job Description

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

Common Job Titles: Registered Dental Hygienist (RDH), and Dental Hygienists.

Employment Trends

Occupational Forecast:

1994 - 110 2001 - 130 10 Separations

Projected Growth Rate: much faster than average (14.5%)

Occupation Size: medium

Estimated Employment in 1997 - 119

Labor Supply & Demand Assessment:

Degree of difficulty in finding qualified applicants:

| | <u>Not</u> | <u>A Little</u> | <u>Somewhat</u> | <u>Very</u> |
|----------------|------------|-----------------|-----------------|-------------|
| Inexperienced: | 17% | 25% | 50% | 8% |
| Experienced: | 22% | 22% | 50% | 6% |

Most (78%) respondents expect employment to remain stable over the next three years.

38% of the 53 employees covered in this profile were hired in the last 12 months primarily to fill vacated positions (75%) and new permanent positions (20%).

Local Outlook:

Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

Employer Requirements

Skills and Qualifications Reported as Very

Important: Licensed Dental Hygienist, possession of a Radiation Safety Certificate; knowledge of oral biology; record-keeping skills; infection control skills; ability to give oral instructions; manual dexterity; ability to perform precision work; oral communication skills; team player, self-starter, clean appearance; and word processing (dental software) skills.

New skills desired by some (35%) responding employers include intra-oral computerization (e.g. x-rays), dental sealants, ultrasonic debridement, anti-microbial therapy, and continuing education.

Skills Found to be in Short Supply (a list compiled from those reported by some responding employers): qualified personnel, verbal communication, interpersonal skills, experience in pediatric dentistry, and employees who won't bring personal problems to the office.

Education of Recent Hires:

Bachelor Degree - 10%

Associate Degree - 90%

Training as a Substitute for Previous Work Experience:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 50% | 39% | 0% | 11% |

All employees working in this occupation must be licensed with the State. Typically, training required to prepare for this occupation takes two years.

Related Work Experience Required Prior to Employment:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 33% | 11% | 44% | 11% |

Many (47%) responding employers seek between 6-12 months of experience. Some others (32%) seek 2-5 months of experience.

Potential Wages/Hours

Non-union employees

| | Range | Median |
|--------------------------|-------------------|-----------|
| New hires, no experience | \$200 - \$270/day | \$225/day |
| New to firm, experienced | \$215 - \$270/day | \$228/day |
| 3+ yrs. w/firm | \$225 - \$280/day | \$245/day |

Almost all (80%) employees in this occupation work part-time – 17 hours/week, weighted average, while some (15%) work full-time – 36 hours/week, weighted average.

Benefits

Many responding employers (55%) offer benefits as follows:

| | Full Time | Part Time |
|--------------------|-----------|-----------|
| Paid Vacation: | 56% | 22% |
| Medical Insurance: | 44% | 11% |
| Dental Insurance: | 33% | 33% |
| Retirement Plan: | 33% | 0% |
| Paid Sick Leave: | 22% | 22% |
| Life Insurance: | 11% | 0% |

Other benefits offered include Paid Continuing Education and 401K.

Recruitment Strategies Used

| | |
|---------------------------------|-----|
| Newspaper Ads: | 78% |
| Employee Referrals: | 72% |
| Private School Referrals: | 17% |
| Public School Referrals: | 11% |
| In-House Promotion or Transfer: | 11% |
| Unsolicited Applicants: | 11% |
| Other: | 11% |
| Employment Development Dept.: | 6% |
| Private Employment Agencies: | 6% |

Other strategies include contacting other dental offices and the Dental Hygienist Association.

Other Relevant Info

Career Track:

All of the responding employers indicate that they do not promote their Dental Hygienists.

Employee Profile:

98% female
100% non-union

State Outlook:

Dental Hygienists rank among the top 50 fastest-growth occupations in California. New jobs account for most opportunities. Increased interest in dental care among patients, increased insurance coverage, and an aging population with extended dental care needs influence the growth in this field.

Where the Jobs are:

Offices and Clinics Of Dentists, SIC 8021; and Local Government Public Health Programs.

Related DOT Codes:

| DOT Code | DOT Title |
|-------------|------------------|
| 078.361-010 | Dental Hygienist |

California Occupational Guide No. 155

Drivers/Sales Workers

OES 971170

 16 Firms Responded
 124 Jobs Represented

Job Description

Drivers/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods (such as food products), to collect and deliver items (such as laundry), or to collect coins, and to refill and service vending machines. Please include newspaper delivery drivers.

Common Job Titles: Route Driver, Route Sales Representative, Driver, and Sales Rep.

Employment Trends

Occupational Forecast:

1994 - 300 2001 - 340 50 Separations

Projected Growth Rate: faster than average (13.3%)

Occupation Size: large

Estimated Employment in 1997 - 317

Labor Supply & Demand Assessment:

Degree of difficulty in finding qualified applicants:

| | <u>Not</u> | <u>A Little</u> | <u>Somewhat</u> | <u>Very</u> |
|----------------|------------|-----------------|-----------------|-------------|
| Inexperienced: | 25% | 19% | 38% | 19% |
| Experienced: | 25% | 13% | 38% | 25% |

Half of all respondents expect employment in this occupation to remain stable over the next three years, while many (44%) expect employment to grow over the same period of time.

26% of the 124 employees covered in this profile were hired in the last 12 months primarily to fill vacated positions (44%), new positions (28%), or temporary positions (25%).

Local Outlook:

Employer demand is somewhat greater than the supply of experienced, qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Employer Requirements

Skills and Qualifications Reported as Very

Important: possession of a good DMV driving record; ability to read and follow instructions and oral communication skills; ability to work independently as well as on a team; responsible and dependable; possession of valid auto insurance; and no criminal history of theft.

New skills identified by some responding employers include basic computer, customer service, advanced selling, ownership, and good driving skills.

Skills and Qualifications Found to be in Short

Supply (a list compiled from those reported by some responding employers): basic reading and writing, positive attitude, computer skills, people skills, clean driving record, customer service, team work, common sense, ownership, dependability, strength and stamina, good grooming, and good work ethic.

Education of Recent Hires:

Some college but no degree - 53%
 High School or equivalent - 38%
 Less than High School - 9%

Training as a Substitute for Previous Work Experience:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 6% | 44% | 25% | 25% |

A driver's license is required. A few responding firms also seek training in sales.

Related Work Experience Required Prior to Employment:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 38% | 19% | 25% | 19% |

Most responding employers seek between 12-24 months previous work experience.

Potential Wages/Hours

Non-union employees

(Includes both salary and commissions paid.)

| | Range | Median |
|--------------------------|------------------|--------|
| New hires, no experience | \$6.00 - \$11.11 | \$7.00 |
| New to firm, experienced | \$7.00 - \$14.45 | \$8.25 |
| 3+ yrs. w/firm | \$7.00 - \$19.25 | \$9.00 |

Note: compensation can vary widely depending on the products being sold/delivered, and on the route assigned. Newspaper Delivery Drivers are often paid by the piece delivered.

Most (66%) employees in this occupation work full-time – 44 hours/week, weighted average, while some (27%) work part-time – 11 hours/week, weighted average.

Benefits

Most (63%) responding employers offer benefits as follows:

| | Full Time | Part Time |
|--------------------|-----------|-----------|
| Paid Vacation: | 90% | 20% |
| Medical Insurance: | 80% | 20% |
| Dental Insurance: | 80% | 20% |
| Retirement Plan: | 80% | 20% |
| Vision Insurance: | 60% | 10% |
| Paid Sick Leave: | 70% | 20% |
| Life Insurance: | 60% | 20% |

Other benefits offered include Profit Sharing and Tuition Reimbursement.

Recruitment Strategies Used

| | |
|---------------------------------|-----|
| Employee Referrals: | 75% |
| Newspaper Ads: | 69% |
| Employment Development Dept.: | 44% |
| In-House Promotion or Transfer: | 31% |
| Unsolicited Applicants: | 25% |
| Private Employment Agencies: | 19% |
| Public School Referrals: | 13% |
| Private School Referrals: | 6% |

Other Relevant Info

Career Track:

Most of the responding employers (63%) promote their Drivers/Sales Workers to positions such as Route Supervisor, Sales Supervisor, Distribution Manager, or other supervisory positions.

Employee Profile:

84% male

88% non-union

State Outlook:

Information not available.

Where the Jobs are:

Eating Places, SIC 5812; Miscellaneous Publishing, SIC 2741; Direct Selling Establishments, SIC 5963; Groceries and Related Products, SIC 5149; Bread, Cake, and Related Products, SIC 2051; Merchandising Machine Operators, SIC 5962; and Confectionery, SIC 5145.

Related DOT Codes:

| DOT Code | DOT Title |
|-------------|----------------------------|
| 292.353-010 | Driver, Sales Route |
| 292.363-010 | Newspaper Delivery Driver |
| 292.463-010 | Lunch Truck Driver |
| 292.483-010 | Coin Collector |
| 292.667-010 | Driver Helper, Sales Route |

California Occupational Guide No.:

None.

Electrical & Electronic Engineering Techologists & Technicians

OES 225050

15 Firms Responded
44 Jobs Represented

Job Description

Electrical and Electronic Engineering Technicians and Technologists apply electrical and electronic theory and related knowledge to design, build, test, repair, and modify developmental, experimental, or production electrical equipment in industrial or commercial plants for subsequent use by engineering personnel in making engineering design and evaluation decisions. Please do not include workers who only repair electronic equipment.

Common Job Titles: Electronic Tech, Test Technician, and Assembly.

Employment Trends

Occupational Forecast:

1994 - 160 2001 - 150 20 Separations

Projected Growth Rate: slow decline (-6.3%)*

Occupation Size: medium

Estimated Employment in 1997 - 156

Labor Supply & Demand Assessment:

Degree of difficulty in finding qualified applicants:

| | <u>Not</u> | <u>A Little</u> | <u>Somewhat</u> | <u>Very</u> |
|----------------|------------|-----------------|-----------------|-------------|
| Inexperienced: | 23% | 8% | 62% | 8% |
| Experienced: | 13% | 20% | 47% | 20% |

Most (60%) respondents expect employment in this occupation to grow over the next three years, while many (40%) responding employers expect employment to remain stable. *(Note: the employer outlook for growth in this occupation contrasts with EDD projections.)

36% of the 44 employees covered in this profile were hired in the last 12 months primarily to fill new positions (44%) and temporary positions (38%).

Local Outlook:

Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Employer Requirements

Skills and Qualifications Reported as Very

Important: knowledge of electronic technology and circuitry and understanding of basic digital theory; ability to work as part of a team; ability to pay attention to detail; ability to work independently; computer skills; mechanical skills, knowledge of tools, and electrical safety; extremely flexible and dependable; and able to stay on task.

New skills identified by many (53%) responding employers include computer literacy, digital knowledge, testing (including design and quality control), surface-mount technology, and electronic-design automation software.

Computer software skills sought by most (60%) responding employers include word processing (82%), database (82%), spreadsheet (55%), desktop publishing (9%), and Windows 95 & NT knowledge (9%).

Skills Found to be in Short Supply (a list compiled from those reported by responding employers): digital electronics, written communications, ability to work independently, experience, good attitude, and willingness to work.

Education of Recent Hires:

Bachelor Degree - 19%
Associate Degree - 81%

Training as a Substitute for Previous Work Experience:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 7% | 73% | 20% | 0% |

Most responding employers (60%) seek an Associate Degree in an Electronics Technician Program.

Related Work Experience Required Prior to Employment:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 0% | 33% | 27% | 40% |

Most responding employers seek between 11-18 months previous work experience.

Electrical & Electronic Engineering Technologists & Technicians

P I C

Potential Wages/Hours

Non-union employees

| | Range | Median |
|--------------------------|-------------------|---------|
| New hires, no experience | \$6.00 - \$12.95 | \$8.58 |
| New to firm, experienced | \$7.50 - \$15.00 | \$11.51 |
| 3+ yrs. w/firm | \$10.00 - \$18.00 | \$13.23 |

Almost all (84%) employees in this occupation work full-time – 40 hours/week, weighted average. A few employees (16%) work temporary – 39 hours/week, weighted average.

Benefits

Almost all (93%) responding employers offer benefits as follows:

| | Full Time | Part Time |
|--------------------|-----------|-----------|
| Paid Vacation: | 93% | 21% |
| Paid Sick Leave: | 93% | 21% |
| Medical Insurance: | 79% | 7% |
| Retirement Plan: | 57% | 14% |
| Dental Insurance: | 43% | 7% |
| Life Insurance: | 43% | 7% |
| Vision Insurance: | 7% | 0% |
| Child Care: | 14% | 0% |

Recruitment Strategies Used

| | |
|---------------------------------|-----|
| Newspaper Ads: | 87% |
| Employee Referrals: | 60% |
| Employment Development Dept.: | 53% |
| In-House Promotion or Transfer: | 47% |
| Public School Referrals: | 27% |
| Private School Referrals: | 27% |
| Unsolicited Applicants: | 20% |
| Other: | 20% |
| Private Employment Agencies: | 7% |

Other strategies include internet and trade magazines.

Other Relevant Info

Career Track:

Most of the responding employers (64%) promote their Electronic Technicians to Test Engineer or to an engineering position (with additional education).

Employee Profile:

95% male
100% non-union

State Outlook:

The outlook is favorable, particularly for applicants experienced with digital and analog circuitry, microprocessor systems, or microwave equipment.

Where the Jobs are:

Gas and Other Services Combined, SIC 4932;
Search and Navigation Equipment, SIC 3812;
Electronic Components NEC, SIC 3679; Electrical
Industrial Apparatus NEC, SIC 3629; and Electrical
Work, SIC 1731.

Related DOT Codes:

See Appendix A.

California Occupational Guide No. 60

First-Line Supervisors and Manager/Supervisors – Production and Operating Workers

OES 810080

16 Firms Responded
62 Jobs Represented

Job Description

First Line Supervisors and Manager/Supervisors of Production and Operating Workers directly supervise and coordinate activities of production and operating workers, such as testers, precision workers, machine setters and operators, assemblers, fabricators, or plant and system operators. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Manager/Supervisors may also engage, in part, in the same production work as the workers they supervise. Please do not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision and report them in the occupations that are most closely related to their specific work duties.

Common Job Titles: Supervisor/Team Leader, Foreman, Floor Supervisor, Production Supervisor/Manager, and Manufacturing Manager.

Employment Trends

Occupational Forecast:

1994 - 170 2001 - 170 20 Separations
 Projected Growth Rate: remain stable (0%)
 Occupation Size: medium
 Estimated Employment in 1997 - 170

Labor Supply & Demand Assessment:

Degree of difficulty in finding qualified applicants:

| | <u>Not</u> | <u>A Little</u> | <u>Somewhat</u> | <u>Very</u> |
|----------------|------------|-----------------|-----------------|-------------|
| Inexperienced: | 13% | 13% | 25% | 50% |
| Experienced: | 6% | 6% | 50% | 38% |

Many (56%) respondents expect employment to remain stable over the next three years. Some responding employers (38%), who have employed 63% of the new hires in the past year, expect growth in employment over the next three years.

13% of the 62 employees covered in this profile were hired in the last 12 months due to promotions (38%), to fill vacated positions (38%), and to fill new positions (25%).

Local Outlook:

Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Employer Requirements

Skills and Qualifications Reported as Very

Important: problem solving; understanding of Total Quality Management (TQM); ability to motivate others; ability to deal with difficult individuals; knowledge of laws such as OSHA and labor laws; ability to increase productivity and efficiency through new processes, measurement standards, tooling, and layout; team player; and professional image (appearance, dress, language, and hygiene).

New skills sought by responding employers include increased computer skills/computer literacy; ability to adapt to new technology; personnel and people skills; knowledge of automated equipment; team-centered training; Material Requirements Planning (MRP) software; and bilingual skills (Spanish speaking).

Computer software skills sought by most (69%) responding employers include word processing (92%), spreadsheet (83%), database (83%), and other (25%), including MRP, knowledge of DOS, Windows 95, Windows NT, Unix, and business-specific programs.

Skills Found to be in Short Supply (a list compiled from those reported by some responding employers): administrative skills, motivational skills, writing skills, people skills; professional image; knowledge of automated food equipment (for that industry); ability to set and measure against standards; and ability to make efficiency improvements.

First-Line Supervisors and Manager/Supervisors – Production and Operating Workers

P I C

Employer Requirements, cont.

Education of Recent Hires:

Bachelor Degree - 50%
Associate Degree - 13%
Some college but no degree - 57%
High School or equivalent - 43%

Training as a Substitute for Previous Work Experience:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 50% | 38% | 6% | 6% |

Related Work Experience Required Prior to Employment:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 6% | 13% | 38% | 44% |

Most responding employers seek 24 months of experience while some seek 6-12 months.

Potential Wages/Hours

Non-union employees

| | Range | Median |
|--------------------------|-------------------|---------|
| New hires, no experience | \$6.23 - \$20.14 | \$11.00 |
| New to firm, experienced | \$10.00 - \$22.20 | \$12.82 |
| 3+ yrs. w/firm | \$12.00 - \$26.23 | \$15.34 |

All employees in this occupation work full-time – 41 hours/week, weighted average.

Benefits

Almost all (94%) responding employers offer benefits as follows:

| | Full Time | Part Time |
|--------------------|-----------|-----------|
| Medical Insurance: | 100% | 7% |
| Paid Vacation: | 93% | 13% |
| Dental Insurance: | 80% | 7% |
| Paid Sick Leave: | 53% | 13% |
| Life Insurance: | 53% | 7% |
| Retirement Plan: | 53% | 13% |
| Vision Insurance: | 40% | 0% |

Other Full-Time Benefits listed: tuition and prescription reimbursement.

Recruitment Strategies Used

| | |
|---------------------------------|-----|
| In-House Promotion or Transfer: | 87% |
| Newspaper Ads: | 60% |
| Employee Referrals: | 53% |
| Employment Development Dept.: | 13% |
| Private Employment Agencies: | 7% |
| Unsolicited Applicants: | 7% |
| Private School Referrals: | 7% |

Other Relevant Info

Career Track:

Almost all (80%) responding employers promote their First-line Supervisors and Manager/Supervisors – Production and Operating Workers to higher management-level positions.

Employee Profile:

81% male
100% non-union

State Outlook:

Information not available.

Where the Jobs are:

A wide variety of industries.

Related DOT Codes:

See Appendix A.

California Occupational Guide No.:

None.

First-Line Supervisors and Manager/Supervisors – Clerical and Administrative Support Occupations

OES 510020

15 Firms Responded
34 Jobs Represented

Job Description

First-Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

Common Job Titles: Office Manager, Customer Service Supervisor or Manager, and Reception Supervisor.

Employment Trends

Occupational Forecast:

1994 - 710 2001 - 810 130 Separations

Projected Growth Rate: faster than average (14.1%)

Occupation Size: very large

Estimated Employment in 1997 - 753

Labor Supply & Demand Assessment:

Degree of difficulty in finding qualified applicants:

| | <u>Not</u> | <u>A Little</u> | <u>Somewhat</u> | <u>Very</u> |
|----------------|------------|-----------------|-----------------|-------------|
| Inexperienced: | 14% | 29% | 36% | 21% |
| Experienced: | 13% | 27% | 47% | 13% |

Almost all (80%) respondents expect employment in this occupation to remain stable over the next three years, while some (20%) responding employers expect employment to grow.

26% of the 34 employees covered in this profile were hired in the last 12 months primarily to fill temporary positions (44%), or due to promotions (22%) and vacated positions (22%).

Local Outlook:

Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Employer Requirements

Skills and Qualifications Reported as Very

Important: ability to use good business English; ability to plan and organize the work of others; ability to pay attention to detail; ability to work under pressure; ability to manage multiple priorities; ability to read and interpret instructions; ability to make decisions; ability to write legibly; office management; and oral communication skills.

New skills sought by responding employers include increased computer skills, electronic billing, HMO contract review (medical industry), updated personnel skills, OSHA training, and knowledge of labor laws.

Computer software skills sought by employers include: word processing (100%), database (40%), spreadsheet (33%), other (20%) such as medical billing, accounts receivable software, and Advanced 36 system.

Skills Found to be in Short Supply (a list compiled from those reported by some responding employers): people skills, organization, leadership, medical office workers, shorthand, and high typing speed.

Education of Recent Hires:

Bachelor Degree - 11%

Associate Degree - 11%

Some college but no degree - 78%

Training as a Substitute for Previous Work Experience:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 27% | 47% | 27% | 0% |

Some employers (20%) seek training or certification requirements for their specific industry, such as training in medical terminology or an Insurance Agent/Broker's License.

Related Work Experience Required Prior to Employment:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 0% | 7% | 33% | 60% |

First-Line Supervisors and Manager/Supervisors – Clerical and Administrative Support Occupations

P I C

Employer Requirements, cont.

Almost all responding employers seek between 12-36 months previous work experience. Some seek 6-9 months, while some others seek 48 months of experience.

Potential Wages/Hours

Non-union employees

| | Range | Median |
|--------------------------|-------------------|---------|
| New hires, no experience | \$8.00 - \$16.20 | \$8.00 |
| New to firm, experienced | \$8.75 - \$18.25 | \$16.15 |
| 3+ yrs. w/firm | \$12.50 - \$19.18 | \$17.23 |

Almost all (85%) employees in this occupation work full-time – 41 hours/week, weighted average.

Benefits

All responding employers offer benefits as follows:

| | Full Time | Part Time |
|--------------------|-----------|-----------|
| Paid Vacation: | 100% | 0% |
| Paid Sick Leave: | 100% | 0% |
| Medical Insurance: | 93% | 0% |
| Retirement Plan: | 87% | 0% |
| Life Insurance: | 73% | 0% |
| Vision Insurance: | 40% | 0% |
| Dental Insurance: | 53% | 0% |
| Child Care: | 7% | 7% |

Recruitment Strategies Used

| | |
|---------------------------------|-----|
| In-House Promotion or Transfer: | 69% |
| Newspaper Ads: | 69% |
| Employee Referrals: | 54% |
| Private Employment Agencies: | 38% |
| Unsolicited Applicants: | 15% |
| Private School Referrals: | 8% |
| Public School Referrals: | 8% |

Other Relevant Info

Career Track:

Half of the responding employers promote their employees in this occupation, primarily to a higher level management position.

Employee Profile:

71% female
93% non-union

State Outlook:

Information not available.

Where the Jobs are:

(This occupation is employed in many industries – this is a listing of industries with the greatest percentage of employment.) Telephone Communications NEC, SIC 4813; Refuse Systems, SIC 4953; Eating Places, SIC 5812; National Commercial Banks, SIC 6021; Hotels and Motels, SIC 7011; Medical Offices and Clinics, SIC 8011; Dental Offices and Clinics, SIC 8021; General Hospitals, SIC8062; State Government, SIC 9020.

Related DOT Codes:

See Appendix A.

California Occupational Guide No.:

None.

Food Service Managers

OES 150261

 17 Firms Responded
 46 Jobs Represented

Job Description

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Please include Food and Beverage Directors.

Common Job Titles: Manager, Assistant Manager, Shift Manager, Store Manager, Kitchen Manager, and Restaurant Manager.

Employment Trends

Occupational Forecast:

1994 - 260 2001 - 290 40 Separations*

Projected Growth Rate: average (11.5%)

Occupation Size: large

Estimated Employment in 1997 - 273

Labor Supply & Demand Assessment:

Degree of difficulty in finding qualified applicants:

| | <u>Not</u> | <u>A Little</u> | <u>Somewhat</u> | <u>Very</u> |
|----------------|------------|-----------------|-----------------|-------------|
| Inexperienced: | 15% | 8% | 54% | 23% |
| Experienced: | 18% | 24% | 41% | 18% |

Many (59%) respondents expect employment in this occupation to remain stable over the next three years, while many others (41%) expect employment to grow over the same period of time.

41% of the 46 employees covered in this profile were hired in the last 12 months primarily to fill vacated positions (68%) or due to promotions (21%). *(Note: actual turnover appears to be greater than EDD projections.)

Local Outlook:

Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Employer Requirements

Skills and Qualifications Reported as Very

Important: ability to manage an activity or department; ability to motivate others; ability to make decisions; ability to work under pressure; ability to manage a multi-cultural workforce; ability to write legibly; ability to articulate product knowledge; ability to anticipate and prepare for fluctuations in business; ability to effectively lead team members; ability to balance customer, staff, and personal needs in a high-paced environment; ability to train and supervise staff; ability to read and follow instructions; public contact and interpersonal skills; oral communication; personal appearance; wine knowledge; creativity; and willingness to take risks.

New skills identified by many (47%) responding employers include people skills, marketing and promotion, improved hiring and training, and computer skills.

Computer software skills sought by almost all (82%) responding employers include word processing (100%), spreadsheet (79%), database (29%), desktop publishing (14%), and other (14%) such as point-of-sale software and "Rapid Fire" business software.

Skills Found to be in Short Supply (a list compiled from those reported by responding employers): restaurant management experience showing career orientation; ability to manage; human resource skills; math skills; work ethic; and desire to achieve.

Education of Recent Hires:

Bachelor Degree - 16%
 Some college but no degree - 68%
 High School or equivalent - 16%

Training as a Substitute for Previous Work Experience:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 24% | 65% | 12% | 0% |

Some employers require training in management and supervision.

Employer Requirements, cont.

Related Work Experience Required Prior to Employment:

| Never | Sometimes | Usually | Always |
|-------|-----------|---------|--------|
| 0% | 6% | 12% | 82% |

Most responding employers seek between 12-24 months previous work experience, while many seek 3-6 months, and some seek 36-42 months.

Potential Wages/Hours

Non-union employees

| | Range | Median |
|--------------------------|------------------|---------|
| New hires, no experience | \$5.15 - \$10.36 | \$7.00 |
| New to firm, experienced | \$7.64 - \$18.64 | \$10.55 |
| 3+ yrs. w/firm | \$7.00 - \$11.28 | \$13.83 |

Most (78%) employees in this occupation work full-time – 44 hours/week, weighted average, while some (22%) work on a temporary basis – 27 hours/week, weighted average.

Benefits

Almost all (82%) responding employers offer benefits as follows:

| | Full Time | Part Time |
|--------------------|-----------|-----------|
| Paid Vacation: | 100% | 14% |
| Medical Insurance: | 93% | 14% |
| Vision Insurance: | 71% | 14% |
| Dental Insurance: | 64% | 14% |
| Paid Sick Leave: | 50% | 14% |
| Life Insurance: | 36% | 7% |
| Retirement Plan: | 36% | 7% |

Recruitment Strategies Used

| | |
|---------------------------------|-----|
| In-House Promotion or Transfer: | 76% |
| Newspaper Ads: | 76% |
| Employee Referrals: | 47% |
| Unsolicited Applicants: | 24% |
| Employment Development Dept.: | 18% |
| Public School Referrals: | 12% |
| Private Employment Agencies: | 6% |
| Other: | 6% |

Other strategies include campus recruiting.

Other Relevant Info

Career Track:

Many of the responding employers (53%) promote their Food Service Managers primarily to a higher level management position in the organization.

Employee Profile:

54% male
100% non-union

State Outlook:

Information not available.

Where the Jobs are:

Eating Places, SIC 5812.

Related DOT Codes:

See Appendix A.

California Occupational Guide No.:

None.

Hand Packers and Packagers

OES 989020

17 Firms Responded
351 Jobs Represented

Job Description

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Please do not include workers whose jobs require more than minimum training.

Common Job Titles: Packer, Production Worker or Laborer, Warehouse Person.

Employment Trends

Occupational Forecast:

1994 - 360 2001 - 410 70 Separations

Projected Growth Rate: faster than average (13.9%)

Occupation Size: large

Estimated Employment in 1997 - 381

Labor Supply & Demand Assessment:

Degree of difficulty in finding qualified applicants:

| | <u>Not</u> | <u>A Little</u> | <u>Somewhat</u> | <u>Very</u> |
|----------------|------------|-----------------|-----------------|-------------|
| Inexperienced: | 53% | 24% | 18% | 6% |
| Experienced: | 35% | 29% | 29% | 6% |

Many (53%) respondents expect employment to grow over the next three years due to an increase in business, while many others (47%) expect employment in this occupation to remain stable.

46% of the 351 employees covered in this profile were hired in the last 12 months primarily to fill temporary positions (55%), new permanent positions (23%), and vacated positions (20%).

Local Outlook:

Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

Employer Requirements

Skills and Qualifications Reported as Very

Important: good hand/eye coordination; ability to stand for 2 or more hours; ability to sit for 2 or more hours; ability to lift at least 50 lbs. repeatedly; good communication; attitude; willingness to learn; able to perform repetitive job without losing concentration, accuracy, or attention to detail.

Computer software skills sought by a few responding employers (13%) include word processing and/or shipping and labeling software.

New skills desired by responding employers include working with automated equipment, mechanical aptitude, bi-lingual, and more computer knowledge.

Skills Found to be in Short Supply (a list compiled from those reported by some responding employers): communication; attitude and willingness to learn; desire and willingness to work conscientiously; attendance; able to keep pace with the production line; able to follow instructions and be careful in work.

Education of Recent Hires:

High School or equivalent - 38%

Less than High School - 62%

Training as a Substitute for Previous Work Experience:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 6% | 29% | 59% | 6% |

Related Work Experience Required Prior to Employment:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 53% | 41% | 6% | 0% |

Many employers seek between 1-12 months previous work experience.

Potential Wages/Hours

Non-union employees

| | Range | Median |
|--------------------------|-----------------|--------|
| New hires, no experience | \$5.15 - \$8.00 | \$5.50 |
| New to firm, experienced | \$5.15 - \$8.50 | \$6.00 |
| 3+ yrs. w/firm | \$5.39- \$11.00 | \$7.15 |

Union wages are comparable for experienced workers, and slightly higher for inexperienced workers.

Most (61%) employees in this occupation work full-time – 42 hours/week, weighted average, while many (26%) work on a seasonal basis – 39 hours/week, weighted average.

Benefits

Many (57%) responding employers offer benefits as follows:

| | Full Time | Part Time |
|--------------------|-----------|-----------|
| Medical Insurance: | 83% | 8% |
| Paid Vacation: | 83% | 8% |
| Dental Insurance: | 58% | 8% |
| Life Insurance: | 58% | 0% |
| Paid Sick Leave: | 42% | 8% |
| Retirement Plan: | 33% | 8% |
| Vision Insurance: | 25% | 8% |

Other benefit offered: Profit Sharing.

Recruitment Strategies Used

| | |
|---------------------------------|-----|
| Employee Referrals: | 71% |
| Newspaper Ads: | 59% |
| Unsolicited Applicants: | 29% |
| Private Employment Agencies: | 24% |
| In-House Promotion or Transfer: | 6% |
| Public School Referrals: | 6% |
| Employment Development Dept.: | 6% |

Other Relevant Info

Career Track:

Most (75%) responding employers promote their Hand Packers and Packagers to a variety of other positions within the company, including lead/supervisory positions.

Employee Profile:

76% female
94% non-union

State Outlook:

Information not available.

Where the Jobs are:

(This occupation is employed in many industries - this is a listing of industries with the greatest percentage of employment.) Packaged Frozen Foods, SIC 5142; Employment Agencies, SIC 7361; Musical Instruments, SIC 3931; Special Industrial Machinery NEC, SIC 3559; and Hardwood Dimension & Flooring Mills, SIC 2426.

Related DOT Codes:

See Appendix A.

California Occupational Guide No.:

None.

Housekeeping Supervisors

OES 610080

 15 Firms Responded
 22 Jobs Represented

Job Description

Housekeeping Supervisors supervise work activities of cleaning personnel to insure clean, orderly, and attractive rooms in commercial establishments such as hotels, hospitals, and educational institutions. They assign duties, inspect work, investigate complaints regarding housekeeping service and equipment and take corrective action. They may purchase housekeeping supplies and equipment, and take periodic inventories. They may screen applicants, train new employees and recommend dismissals.

Common Job Titles: Executive Housekeeper and Head Housekeeper.

Employment Trends

Occupational Forecast:

1994 - 120 2001 - 140 90 Separations

Projected Growth Rate: faster than average (14%)*

Occupation Size: medium

Estimated Employment in 1997 - 129

Labor Supply & Demand Assessment:

Degree of difficulty in finding qualified applicants:

| | <u>Not</u> | <u>A Little</u> | <u>Somewhat</u> | <u>Very</u> |
|----------------|------------|-----------------|-----------------|-------------|
| Inexperienced: | 0% | 40% | 30% | 40% |
| Experienced: | 7% | 33% | 53% | 7% |

Almost all (80%) respondents expect employment in this occupation to remain stable over the next three years. *(Note the difference in growth outlook between responding employers and EDD projections.)

27% of the 22 employees covered in this profile were hired in the last 12 months primarily to fill vacated positions (83%) and new positions (17%).

Local Outlook:

Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Employer Requirements

Skills and Qualifications Reported as Very

Important: understanding of cleaning compounds and solutions; ability to set work priorities; willingness to work nights, weekends, and holidays; ability to pay attention to detail; ability to work independently; oral communication skills; ability to assure quality of materials; ability to effectively and efficiently train staff; ability to grow and adapt to changes in the profession; and an understanding of new regulations (OSHA, etc.).

New skills sought by some (33%) responding employers include computer, people management, bilingual, on-site laundry operation, payroll, and property management systems.

Computer software skills sought by a few (13%) of responding employers include word processing (67%) and database (67%).

Skills Found to be in Short Supply (a list compiled from those reported by responding employers): bilingual, willingness to work, and organization.

Education of Recent Hires:

Some college but no degree - 50%

High School or equivalent - 33%

Less than High School - 17%

Training as a Substitute for Previous Work Experience:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 20% | 60% | 7% | 13% |

Related Work Experience Required Prior to Employment:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 0% | 20% | 53% | 27% |

Most responding employers seek between 12-36 months previous work experience, while some seek 3-6 months.

Housekeeping Supervisors

P I C

Potential Wages/Hours

Non-union employees

| | Range | Median |
|--------------------------|------------------|--------|
| New hires, no experience | \$5.25 - \$10.00 | \$6.48 |
| New to firm, experienced | \$6.00 - \$10.00 | \$7.79 |
| 3+ yrs. w/firm | \$6.75 - \$15.34 | \$8.63 |

Most (73%) employees in this occupation work full-time – 39 hours/week, weighted average, while a few (18%) work on a temporary basis – 27 hours/week, weighted average.

Benefits

Many (57%) responding employers offer benefits as follows:

| | Full Time | Part Time |
|--------------------|-----------|-----------|
| Paid Vacation: | 92% | 23% |
| Medical Insurance: | 85% | 15% |
| Dental Insurance: | 69% | 15% |
| Life Insurance: | 69% | 8% |
| Paid Sick Leave: | 46% | 23% |
| Retirement Plan: | 46% | 8% |
| Vision Insurance: | 23% | 15% |

Recruitment Strategies Used

| | |
|---------------------------------|-----|
| Newspaper Ads: | 93% |
| In-House Promotion or Transfer: | 87% |
| Employee Referrals: | 47% |
| Unsolicited Applicants: | 33% |
| Employment Development Dept.: | 7% |
| Other: | 7% |

Other strategy used: industry referrals.

Other Relevant Info

Career Track:

Most (64%) responding employers do not promote their Housekeeping Supervisors.

Employee Profile:

73% female
100% non-union

State Outlook:

Information not available.

Where the Jobs are:

Hotels and Motels, SIC 7011; Building Maintenance Services, SIC 7349; Skilled Nursing Care Facilities, SIC 8051; General Medical and Surgical Hospital, SIC 8062; and Job Training and Related Services, SIC 8331.

Related DOT Codes:

See Appendix A.

California Occupational Guide No.:

None.

Kindergarten Teachers

OES 313022

 19 Firms Responded
 110 Jobs Represented

Job Description

Kindergarten teachers instruct kindergarten pupils in public or private schools in elemental, physical, mental, and developmental skills. Please do not include Instructional Aides or Preschool Teachers.

Common Job Titles: Elementary Teacher, Teacher, or Montessori Kindergarten Teacher/Primary Directress.

Employment Trends

Occupational Forecast:

1994 - 300 2001 - 350 40 Separations

Projected Growth Rate: much faster than average (16%.7)

Occupation size: large

Estimated Employment in 1997 - 321

(Note: this data represents Kindergarten and Preschool Teachers combined.)

Labor Supply & Demand Assessment:

Degree of difficulty in finding qualified applicants:

| | <u>Not</u> | <u>A Little</u> | <u>Somewhat</u> | <u>Very</u> |
|----------------|------------|-----------------|-----------------|-------------|
| Inexperienced: | 31% | 31% | 25% | 13% |
| Experienced: | 37% | 42% | 11% | 11% |

Most (74%) respondents expect employment to remain stable over the next three years. Some responding employers (26%), who have employed 83% of the new hires in the past year, expect growth in employment over the next three years due to increased enrollment.

27% of the 110 employees covered in this profile were hired in the last 12 months primarily to fill new positions (70%) and vacated positions (23%).

Local Outlook:

Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

Employer Requirements

Skills and Qualifications Reported as Very

Important: knowledge of early childhood development; musical skills; classroom management; possession of a state teaching credential; problem solving; oral reading skills; understanding of a variety of cultures; imagination and creativity; ability to maintain classroom discipline; ability to exercise patience, listening; basic math; oral communication (with parents, peers, and students); ability to write legibly; understanding toward families; empathy for traumatized children and families; flexibility, enthusiasm; religious teaching skills (if applicable); budget awareness and supply ordering; sense of humor; organization; and time management.

New skills sought by many responding employers include computer skills, knowledge of new technology, training in children's mental health needs, bilingual (reading, speaking, and writing), and people skills.

Computer software skills sought by some (32%) responding employers include word processing (75%) and basic computer literacy (25%).

Skills Found to be in Short Supply (a list compiled from those reported by some responding employers): musical, technological, and bilingual skills. Montessori schools indicate candidates with a Montessori Diploma are in short supply.

Education of Recent Hires:

Graduate study - 73%

Bachelor Degree - 27%

Training as a Substitute for Previous Work Experience:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 26% | 53% | 5% | 16% |

Almost all responding employers require a California Teaching Credential. A few employers require a Montessori Diploma.

Employer Requirements, cont.

Related Work Experience Required Prior to Employment:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 11% | 5% | 47% | 37% |

Employers seek between 6-24 months previous work experience.

Potential Wages/Hours

Non-union employees

| | Range | Median |
|--------------------------|------------------|--------|
| New hires, no experience | \$6.23 - \$10.13 | \$7.36 |
| New to firm, experienced | \$7.19 - \$12.43 | \$8.77 |
| 3+ yrs. w/firm | \$8.15 - \$13.16 | \$9.85 |

Union employees

| | Range | Median |
|--------------------------|-------------------|---------|
| New hires, no experience | \$12.17 - \$16.25 | \$13.96 |
| New to firm, experienced | \$12.17 - \$18.37 | \$14.46 |
| 3+ yrs. w/firm | \$12.37 - \$18.62 | \$16.17 |

Almost all (87%) employees in this occupation work full-time – 37 hours/week, weighted average.

Benefits

Almost all responding employers (84%) offer benefits as follows:

| | Full Time | Part Time |
|--------------------|-----------|-----------|
| Paid Sick Leave: | 88% | 25% |
| Medical Insurance: | 75% | 25% |
| Dental Insurance: | 63% | 25% |
| Vision Insurance: | 63% | 25% |
| Retirement Plan: | 56% | 38% |
| Paid Vacation: | 50% | 25% |
| Life Insurance: | 38% | 6% |
| Child Care: | 25% | 25% |

Other Full-Time Benefits offered include tuition and prescription reimbursement.

Recruitment Strategies Used

| | |
|---------------------------------|-----|
| Newspaper Ads: | 67% |
| In-House Promotion or Transfer: | 39% |
| Employee Referrals: | 39% |
| Other: | 33% |
| Unsolicited Applicants: | 28% |
| Private School Referrals: | 22% |

Other Relevant Info

Career Track:

Many (53%) responding employers promote their Kindergarten Teachers to Administration, Elementary Teacher, or Program Coordinator/Director.

Employee Profile:

93% female
58% non-union/42% union

State Outlook:

The Class Size Reduction Program, enacted by the legislature in 1996, has lead to an explosive increase in the hiring of Elementary School Teachers (including Kindergarten) across the state. Further hiring for grades 1-3 will continue over the next three years.

Where the Jobs are:

Elementary Schools, SIC 8211; Individual and Family Services, SIC 8322; Child Day Care Center, SIC 8351; and Civic and Social Associations, SIC 8641.

Related DOT Codes:

| DOT Code | DOT Title |
|-------------|-----------------------|
| 092.227-014 | Teacher, Kindergarten |

California Occupational Guide No. 10

Preschool Teachers

OES 313021

 21 Firms Responded
 186 Jobs Represented

Job Description

Preschool Teachers instruct preschool pupils in public or private schools in elemental, physical, mental, and developmental skills. Please do not include Instructional Aides or workers whose primary function is childcare.

Common Job Titles: Preschool Teacher, Teacher, and Head or Lead Teacher.

Employment Trends

Occupational Forecast:

1994 - 300 2001 - 350 40 Separations

Projected Growth Rate: much faster than average (17%)

Occupation Size: large

Estimated Employment in 1997 - 320

(Note: this data represents Preschool and Kindergarten Teachers combined.)

Labor Supply & Demand Assessment:

Degree of difficulty in finding qualified applicants:

| | <u>Not</u> | <u>A Little</u> | <u>Somewhat</u> | <u>Very</u> |
|----------------|------------|-----------------|-----------------|-------------|
| Inexperienced: | 21% | 37% | 37% | 5% |
| Experienced: | 5% | 52% | 33% | 10% |

Most (76%) respondents expect employment to remain stable over the next three years. Some responding employers (24%), who have employed 42% of the recent employees hired in the past year, expect growth in employment over the next three years due to increased enrollment.

26% of the 186 employees covered in this profile were hired in the last 12 months primarily to fill vacated positions (48%), temporary positions (29%), new permanent positions (13%), or due to promotions (10%).

Local Outlook:

Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

Employer Requirements

Skills and Qualifications Reported as Very

Important: ability to apply teaching techniques; completion of at least 6 ECE units; possession of Children's Center Teaching Permit (24 ECE units credits); oral reading skills, artistic skills; classroom management; ability to maintain discipline; ability to administer first-aid; listening skills; basic math; ability to write legibly; possession of a clean police record; ability to exercise patience; pleasant personality, kindness and compassion; love to work with children, positive attitude toward children and families; sense of humor; oral communication (with children and parents); dependable and reliable; team player; flexibility, initiative, energetic; and ability to read and follow instructions.

New skills identified by some responding employers include meeting new credential requirements; staying abreast of updates in child development, and laws and regulations in early childhood education; working with children of divorced parents; ability to address children's mental health needs; knowledge of new technology; knowledge of various foreign languages; and computer skills.

Skills Found to be in Short Supply (a list compiled from those reported by some responding employers): effective discipline, high energy, communication, reliability and commitment, common sense, and willingness to work.

Education of Recent Hires:

Bachelor Degree - 23%

Associate Degree - 58%

Some college but no degree - 19%

Training as a Substitute for Previous Work Experience:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 19% | 48% | 29% | 5% |

Most responding employers require at least 12 units of Early Childhood Education. Some require a child care permit (24 semester units of ECE), Emergency Child's Center Permit, or ECE Certificate.

Employer Requirements, cont.

Related Work Experience Required Prior to Employment:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 5% | 19% | 43% | 33% |

Many (47%) responding employers seek between 6-12 months of experience. Some others (32%) seek 2-5 months of experience.

Potential Wages/Hours

Non-union employees

| | Range | Median |
|--------------------------|------------------|--------|
| New hires, no experience | \$5.15 - \$8.25 | \$6.00 |
| New to firm, experienced | \$5.75 - \$8.75 | \$7.00 |
| 3+ yrs. w/firm | \$6.50 - \$11.28 | \$8.00 |

Union worker wages tend to be higher.

Most (64%) employees in this occupation work full-time – 40 hours/week, weighted average. Many (46%) work part time – 26 hours/week, weighted average, and some (25%) work temporary – 13 hours/week, weighed average .

Benefits

Most responding employers (71%) offer benefits as follows:

| | Full Time | Part Time |
|--------------------|-----------|-----------|
| Paid Vacation: | 80% | 27% |
| Paid Sick Leave: | 73% | 27% |
| Medical Insurance: | 40% | 13% |
| Child Care: | 47% | 27% |
| Retirement Plan: | 20% | 20% |
| Dental Insurance: | 20% | 7% |
| Life Insurance: | 20% | 0% |
| Vision Insurance: | 13% | 7% |

Recruitment Strategies Used

| | |
|---------------------------------|-----|
| Newspaper Ads: | 85% |
| Employee Referrals: | 60% |
| In-House Promotion or Transfer: | 30% |
| Unsolicited Applicants: | 30% |
| Other: | 25% |
| Public School Referrals: | 25% |
| Private School Referrals: | 17% |

Other strategies include church advertising (for church-affiliated schools), job line, web site, and community mailings.

Other Relevant Info

Career Track:

Many (55%) responding employers promote their Preschool Teachers to Head or Lead Teacher or Assistant Facility Director.

Employee Profile:

95% female
90% non-union

State Outlook:

This occupation is ranked, along with Kindergarten Teachers, among the 50 largest growth occupations in California. There is projected to be a 46% growth in this occupation through the year 2005.

Where the Jobs are:

Elementary Schools, SIC 8211; Individual and Family Services, SIC 8322; Child Day Care Center, SIC 8351; and Civic and Social Associations, SIC 8641.

Related DOT Codes:

| DOT Code | DOT Title |
|-------------|--------------------|
| 092.227-018 | Teacher, Preschool |

California Occupational Guide No. 275

Purchasing Agents – Except Wholesale, Retail, and Farm Products

OES 213080

 15 Firms Responded
26 Jobs Represented

Job Description

Purchasing Agents, except Wholesale, Retail, and Farm Products, purchase raw or semi-finished materials for manufacturing. They also purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Please include contract specialists, field contractors, purchasers, price analysts, tooling coordinators, and media buyers.

Common Job Titles: Purchasing Agent and Buyer.

Employer Requirements

Skills and Qualifications Reported as Very Important: understanding of inventory control systems; ability to work independently; ability to work under pressure; ability to maintain good business relationships; ability to read and follow instructions; ability to write legibly; oral communication skills.

New skills sought by some (25%) responding employers include computer applications knowledge such as e-mail, fax, and world wide web, materials requirement planning, and knowledge of sales techniques.

Computer software skills sought by almost all (81%) responding employers include word processing (93%), spreadsheet (93%), database (64%), desktop publishing (14%), and manufacturing accounting software (7%).

Skills Found to be in Short Supply (a list compiled from those reported by some responding employers): negotiation skills, oral communication, and purchasing in a manufacturing environment.

Employment Trends

Occupational Forecast:

1994 - 80 2001 - 80 10 Separations

Projected Growth Rate: remain stable (0%)

Occupation Size: small

Estimated Employment in 1997 - 80

Labor Supply & Demand Assessment:

Degree of difficulty in finding qualified applicants:

| | <u>Not</u> | <u>A Little</u> | <u>Somewhat</u> | <u>Very</u> |
|----------------|------------|-----------------|-----------------|-------------|
| Inexperienced: | 15% | 54% | 31% | 0% |
| Experienced: | 13% | 27% | 53% | 7% |

Almost all (80%) respondents expect employment in this occupation to remain stable over the next three years.

27% of the 26 employees covered in this profile were hired in the last 12 months primarily to fill vacated positions (50%), and due to promotions (38%).

Local Outlook:

Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Education of Recent Hires:

Bachelor Degree - 25%
Associate Degree - 13%
Some college but no degree - 25%
High School or equivalent - 38%

Training as a Substitute for Previous Work Experience:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 20% | 73% | 7% | 0% |

Some employers (19%) require training, such as in working with vendors to obtain the best deal, in data entry, and/or a Bachelor degree in accounting or marketing.

Related Work Experience Required Prior to Employment:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 0% | 27% | 53% | 20% |

Purchasing Agents – Except Wholesale, Retail, and Farm Products

P I C

Employer Requirements, cont.

Most responding employers seek between 12-36 months previous work experience, while some seek a minimum of 6 months.

Potential Wages/Hours

Non-union employees

| | Range | Median |
|--------------------------|-------------------|---------|
| New hires, no experience | \$6.00 - \$10.23 | \$7.98 |
| New to firm, experienced | \$7.50 - \$16.78 | \$10.00 |
| 3+ yrs. w/firm | \$10.50 - \$19.18 | \$14.00 |

Union employees' wages tend to be on the higher end of the range.

All covered employees in this occupation work full-time – 41 hours/week, weighted average.

Benefits

All responding employers offer benefits as follows:

| | Full Time | Part Time |
|--------------------|-----------|-----------|
| Medical Insurance: | 100% | 7% |
| Paid Vacation: | 93% | 7% |
| Paid Sick Leave: | 87% | 7% |
| Retirement Plan: | 73% | 7% |
| Vision Insurance: | 60% | 7% |
| Life Insurance: | 60% | 0% |
| Dental Insurance: | 50% | 7% |
| Child Care: | 0% | 7% |

Other full-time benefits include 401K.

Recruitment Strategies Used

| | |
|---------------------------------|-----|
| Newspaper Ads: | 73% |
| In-House Promotion or Transfer: | 67% |
| Employee Referrals: | 40% |
| Unsolicited Applicants: | 20% |
| Employment Development Dept.: | 20% |
| Private Employment Agencies: | 13% |

Other Relevant Info

Career Track:

Most (60%) responding employers do not promote their Purchasing Agents, while many responding employers promote them to Purchasing Manager, Customer Service Manager, or a senior level Buyer.

Employee Profile:

65% female
93% non-union

State Outlook:

Information not available.

Where the Jobs are:

(This occupation is employed in many industries - this is a listing of industries with the greatest percentage of employment.) Electrical Work, SIC 1731; Petroleum Refining, SIC 2911; Computer Peripheral Equipment, SIC 3577; Current-Carrying Wiring Devices, SIC 3643; Electronic Components NEC, SIC 3679; Gas and Other Services Combined, SIC 4932; General Medical and Surgical Hospitals, SIC 8062; Colleges and Universities, SIC 8221; Federal Government, SIC 9010; and Local Government, SIC 9030.

Related DOT Codes:

See Appendix A

California Occupational Guide No.:

None.

Social Workers – Except Medical and Psychiatric

OES 273050

15 Firms Responded
129 Jobs Represented

Job Description

Social Workers, Except Medical and Psychiatric, counsel and aid individuals and families requiring social service assistance. Please include Community Organization Social Workers who plan, organize and work with community groups to solve problems. Please do not include workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers.

Common Job Titles: Social Worker, Case Manager, Program Director/Coordinator, and Counselor.

Employment Trends

Occupational Forecast:

1994 - 390 2001 - 430 40 Separations

Projected Growth Rate: faster than average (10.3%)

Occupation Size: large

Estimated Employment in 1997 - 407

Labor Supply & Demand Assessment:

Degree of difficulty in finding qualified applicants:

| | <u>Not</u> | <u>A Little</u> | <u>Somewhat</u> | <u>Very</u> |
|----------------|------------|-----------------|-----------------|-------------|
| Inexperienced: | 18% | 18% | 27% | 36% |
| Experienced: | 20% | 40% | 27% | 13% |

Many (53%) respondents expect employment in this occupation to remain stable over the next three years, while many other (47%) responding employers expect employment to grow due to expansion of programs and services.

22% of the 129 employees covered in this profile were hired in the last 12 months primarily to fill new positions (57%) and vacated positions (39%).

Local Outlook:

Worker supply is somewhat greater than demand for experienced, qualified applicants, and applicants may experience competition in job seeking.

Employer Requirements

Skills and Qualifications Reported as Very

Important: understanding of a variety of cultures; ability to read and follow instructions; ability to write legibly; oral communication; ability to deal with regulatory agencies and other "sister" agencies; family counseling skills; therapeutic skill in working with severely emotionally disabled teens and children; supervisory skills; ability to continue learning; flexible and adaptable to changes; progressive management style and attitude; knowledge of government programs and regulations; and knowledge of benefits and community resources.

New skills identified by some responding employers include computer skills (including database and internet), behavior modification, training in gang-related issues, more focus on referral to resources, grant writing, community outreach, and volunteer recruitment.

Computer software skills sought by almost all (93%) responding employers include word processing (100%), spreadsheet (29%), database (29%), and desktop publishing (14%).

Skills Found to be in Short Supply (a list compiled from those reported by responding employers): supervision experience, working with a diverse group of co-workers, field experience, and knowledge of benefits.

Education of Recent Hires:

Graduate study - 39%
Bachelor Degree - 43%
Associate Degree - 14%
Some college but no degree - 4%

Training as a Substitute for Previous Work Experience:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 40% | 47% | 13% | 0% |

Many responding employers require a Bachelor or Master Degree in Social Work (or for a few, Social Sciences or Psychology).

Social Workers – Except Medical and Psychiatric

P I C

Employer Requirements, cont.

Related Work Experience Required Prior to Employment:

| Never | Sometimes | Usually | Always |
|-------|-----------|---------|--------|
| 0% | 13% | 27% | 60% |

Most responding employers seek between 12-24 months previous work experience. Some seek between 4-5 years of previous experience.

Potential Wages/Hours

Non-union employees

| | Range | Median |
|--------------------------|-------------------|---------|
| New hires, no experience | \$7.00 - \$11.99 | \$10.00 |
| New to firm, experienced | \$9.00 - \$14.96 | \$10.91 |
| 3+ yrs. w/firm | \$11.00 - \$16.78 | \$12.31 |

Union worker wages for inexperienced workers tend to be higher or comparable for experienced workers.

Most (71%) employees in this occupation work full-time – 40 hours/week, weighted average, while some (27%) work part-time – 18 hours/week, weighted average.

Benefits

Many (57%) responding employers offer benefits as follows:

| | Full Time | Part Time |
|--------------------|-----------|-----------|
| Medical Insurance: | 93% | 27% |
| Dental Insurance: | 87% | 13% |
| Paid Sick Leave: | 87% | 33% |
| Paid Vacation: | 87% | 33% |
| Vision Insurance: | 67% | 33% |
| Life Insurance: | 47% | 7% |
| Retirement Plan: | 47% | 13% |

Other benefits offered include 125 cafeteria plan.

Recruitment Strategies Used

| | |
|---------------------------------|------|
| Newspaper Ads: | 100% |
| Employee Referrals: | 47% |
| In-House Promotion or Transfer: | 40% |
| Employment Development Dept.: | 13% |
| Other: | 13% |
| Public School Referrals: | 7% |

Other strategies include interns, volunteers, and mailing lists.

Other Relevant Info

Career Track:

Most of the responding employers (60%) promote their Social Workers to positions such as Program Coordinator or Director, Case Manager 2 or Supervisor, Executive Director, and Facility Manager.

Employee Profile:

67% female
87% non-union

State Outlook:

Growth for this occupation is projected to be slightly faster than average for all occupations through the year 2005.

Where the Jobs are:

Local Government, SIC 9030; State Government, SIC 9020; Residential Care, SIC 8361; and Individual and Family Services, SIC 8322.

Related DOT Codes:

See Appendix A.

California Occupational Guide No. 122

Teachers and Instructors – Vocational Education & Training

OES 313140

17 Firms Responded
187 Jobs Represented

Job Description

Vocational Education Teachers and Instructors teach or instruct vocational and/or occupational subjects at the post-secondary level (but at less than the baccalaureate) to students who have graduated or left high school. They teach subjects such as business, secretarial science, data processing, trades, or practical nursing. Please include correspondence school instructors, industrial, commercial or government training instructors, and instructors who prepare persons to operate industrial machinery and equipment, and transportation and communications equipment. They may teach in public or private schools or in schools associated with organizations whose primary business is other than education.

Common Job Titles: Instructor, Vocational Instructors, and ROP Teachers/Instructors. (Often the name of the discipline taught is part of the title.)

Employment Trends

Occupational Forecast:

1994 - 230 2001 - 260 10 Separations

Projected Growth Rate: faster than average (13%)

Occupation Size: large

Estimated Employment in 1997 - 243

Labor Supply & Demand Assessment:

Degree of difficulty in finding qualified applicants:

| | <u>Not</u> | <u>A Little</u> | <u>Somewhat</u> | <u>Very</u> |
|----------------|------------|-----------------|-----------------|-------------|
| Inexperienced: | 22% | 22% | 56% | 0% |
| Experienced: | 18% | 18% | 53% | 12% |

Many (59%) respondents expect employment in this occupation to remain stable over the next three years due to increased enrollment and new programs, while many (41%) responding employers expect employment to grow.

21% of the 187 employees covered in this profile were hired in the last 12 months primarily to fill temporary positions (58%), vacated positions (13%), and new positions (20%).

Local Outlook:

Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Employer Requirements

Skills and Qualifications Reported as Very

Important: verbal presentation skills; ability to synthesize information; organizational skills; ability to work independently; tactfulness; listening skills, oral communication skills; ability to work with "at risk" students; recent, relevant industry/business experience; enjoy teaching; professional image and conduct; patience, compassion; entrepreneurial; willingness to continue learning and growing; able to keep students motivated; able to explain technical concepts in "plain English."

New skills sought by many responding employers include staying abreast of changes in the discipline; medical skills (if being taught); increased computer skills such as knowledge of Windows, computer networking, web page design and computer troubleshooting; communication and presentation skills, and teaching skills. Obsolete skills reported by some responding employers include shorthand, x-ray, Windows 3.1 Word Perfect and Lotus programs (if these relate to the discipline being taught).

Computer software skills sought by many (59%) of the responding employers (primarily those employing Computer Instructors) include word processing (100%), spreadsheet (80%), database (70%), desktop publishing (40%), and other (40%) such as DOS, Windows, presentation software, web page design, internet, medical billing and coding, and accounting. (Skills desired typically relate to the subject taught.)

Skills Found to be in Short Supply (a list compiled from those reported by some responding employers): good work ethic, willingness to work evenings and weekends, longevity, showing up on time, common sense, and ability to see the big picture.

Education of Recent Hires:

Graduate study - 3%
Bachelor Degree - 63%
Associate Degree - 3%

Teachers and Instructors – Vocational Education & Training

Employer Requirements – cont.

Some college but no degree - 23%
High School or equivalent - 10%

Training as a Substitute for Previous Work Experience:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 18% | 59% | 12% | 12% |

Some responding employers (39%) require applicants to have a Vocational Credential or a Private School Certificate in the subject being taught.

Related Work Experience Required Prior to Employment:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 0% | 18% | 29% | 53% |

Most (61%) responding employers seek between 12-27 months previous work experience, and some (33%) seek 36-48 months.

Potential Wages/Hours

Union employees

| | Range | Median |
|--------------------------|-------------------|---------|
| New hires, no experience | \$16.25 - \$18.84 | \$17.63 |
| New to firm, experienced | \$16.00 - \$19.56 | \$18.17 |
| 3+ yrs. w/firm | \$18.10 - \$25.13 | \$19.89 |

Non-union employees

| | Range | Median |
|--------------------------|-------------------|---------|
| New hires, no experience | \$6.00 - \$10.00 | \$9.00 |
| New to firm, experienced | \$8.00 - \$20.58 | \$14.00 |
| 3+ yrs. w/firm | \$10.00 - \$20.58 | \$15.00 |

Most (61%) employees in this occupation work full-time – 40 hours/week, weighted average, while some (34%) work part-time – 17 hours/week, weighted average.

Benefits

Most (72%) responding employers offer benefits as follows:

| | Full Time | Part Time |
|--------------------|-----------|-----------|
| Medical Insurance: | 75% | 42% |
| Dental Insurance: | 58% | 25% |

| | Full Time | Part Time |
|-------------------|-----------|-----------|
| Vision Insurance: | 58% | 25% |
| Paid Vacation: | 58% | 33% |
| Paid Sick Leave: | 58% | 33% |
| Retirement Plan: | 50% | 50% |
| Life Insurance: | 17% | 8% |
| Child Care: | 8% | 8% |

Recruitment Strategies Used

| | |
|---------------------------------|-----|
| Newspaper Ads: | 82% |
| In-House Promotion or Transfer: | 41% |
| Employee Referrals: | 35% |
| Unsolicited Applicants: | 18% |
| Employment Development Dept.: | 18% |
| Other: | 18% |
| Public School Referrals: | 6% |
| Private School Referrals: | 7% |

Other recruitment strategies include Education Job Line, County Office of Education, and ads for other institutions.

Other Relevant Info

Career Track:

Most of the responding employers (60%) promote their employees in this occupation primarily to a lead or supervisory position.

Employee Profile:

64% male
53% union employing 70% of covered employees

State Outlook:

This occupation ranks among the top 50 largest growth occupations in the state.

Where the Jobs are:

Elementary and Secondary Schools, SIC 8211;
Civic and Social Associations, SIC 8641; and State Government, SIC 9020.

Related DOT Codes:

See Appendix A.

California Occupational Guide No. 404

Welders and Cutters

OES 939140

15 Firms Responded
123 Jobs Represented

Job Description

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

Common Job Titles: Shop Welder, Fabricator, Certified Welder, and Welder.

Employment Trends

Occupational Forecast:

1994 - 130 2001 - 140 20 Separations

Projected Growth Rate: slower than average (7.7%)

Occupation Size: medium

Estimated Employment in 1997 - 134

Labor Supply & Demand Assessment:

Degree of difficulty in finding qualified applicants:

| | <u>Not</u> | <u>A Little</u> | <u>Somewhat</u> | <u>Very</u> |
|----------------|------------|-----------------|-----------------|-------------|
| Inexperienced: | 15% | 31% | 38% | 15% |
| Experienced: | 7% | 27% | 27% | 40% |

Most (60%) respondents expect employment in this occupation to remain stable over the next three years, while some (33%) responding employers expect employment to grow over the same period of time.

39% of the 123 employees covered in this profile were hired in the last 12 months primarily to fill new positions (42%) or due to promotions (29%). Some new hires (19%) filled temporary positions.

Local Outlook:

Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Employer Requirements

Skills and Qualifications Reported as Very

Important: ability to follow safe operating practices; good hand-eye coordination; ability to read and follow instructions; ability to use equipment required for the job; use of automated equipment; computer skills; ability to read tape measure and know bolt sizes and steel sheet widths; ability to get along with co-workers; patience; and good eye sight.

New skills sought by a few responding employers include computer and math skills, and the possible use of new welding machines.

Skills Found to be in Short Supply (a list compiled

from those reported by responding employers): experience in building tanks; manufacturing background; math skills; ability to read blue prints and follow instructions; ability to read a tape measure; knowledge of bolt sizes; knowledge of different types of welding; attitude, and work ethic.

Education of Recent Hires:

Some college but no degree - 25%

High School or equivalent - 75%

Training as a Substitute for Previous Work Experience:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 13% | 87% | 0% | 0% |

Most employers seek a welding certificate (to meet their specific needs) and/or trade education.

Related Work Experience Required Prior to Employment:

| <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|--------------|------------------|----------------|---------------|
| 7% | 13% | 13% | 67% |

Most responding employers (60%) seek between 12-28 months previous work experience.

Potential Wages/Hours

Non-union employees

| | Range | Median |
|--------------------------|------------------|---------|
| New hires, no experience | \$5.25 - \$8.50 | \$7.00 |
| New to firm, experienced | \$6.00 - \$11.14 | \$10.00 |
| 3+ yrs. w/firm | \$8.00 - \$24.00 | \$12.50 |

A few employers pay significantly higher wages to 7% of the covered employees.

Almost all (95%) employees in this occupation work full-time – 41 hours/week, weighted average.

Benefits

Most (67%) responding employers offer benefits as follows:

| | Full Time | Part Time |
|--------------------|-----------|-----------|
| Paid Vacation: | 90% | 20% |
| Medical Insurance: | 90% | 10% |
| Dental Insurance: | 60% | 10% |
| Life Insurance: | 40% | 10% |
| Paid Sick Leave: | 30% | 20% |
| Retirement Plan: | 20% | 10% |

Recruitment Strategies Used

| | |
|---------------------------------|-----|
| Employee Referrals: | 64% |
| Newspaper Ads: | 50% |
| Employment Development Dept.: | 36% |
| Unsolicited Applicants: | 29% |
| Public School Referrals: | 21% |
| Private Employment Agencies: | 14% |
| In-House Promotion or Transfer: | 7% |

Other Relevant Info

Career Track:

Many of the responding employers (53%) don't promote their Welders and Cutters, while many others (47%) will promote to a lead or foreman position, or into management.

Employee Profile:

98% male

100% non-union

State Outlook:

There will be moderate demand for this occupation through the year 2005. The greatest need will be found in larger metropolitan areas where most metal manufacturing is located.

Where the Jobs are:

(This occupation is employed in several industries - this is a listing of industries with the greatest percentage of employment.) Fabricated Plate Work (Boiler Shops), SIC 3443; Gas and Other Services, SIC 4932; Welding Repair, SIC 7692; Structural Steel Erection, SIC 1791; and Gas Transmission and Distribution, SIC 4923.

Related DOT Codes:

See Appendix A.

California Occupational Guide No. 84

APPENDIX A

OES/DOT CROSSWALK

P I C

OES OES TITLE

150261 FOOD SERVICE MANAGERS

DOT Code DOT Title

| | | | |
|-------------|----------------------------------|-------------|--------------------------------|
| 185.137-010 | Manager, Fast Food Services | 187.167-078 | Manager, Convention |
| 187.117-038 | Manager, Hotel or Motel | 187.167-106 | Manager, Food Service |
| 187.137-018 | Manager, Front Office | 187.167-122 | Manager, Hotel Rec. Facilities |
| 187.161-010 | Executive Chef | 187.167-126 | Manager, Liquor Estab. |
| 187.167-026 | Director, Food Services | 187.167-206 | Dietary Manager |
| 187.167-046 | Executive Housekeeper | 187.167-210 | Director, Food and Beverage |
| 187.167-050 | Manager, Agricultural-Labor Camp | 320.137-010 | Manager, Boarding House |
| 187.167-066 | Manager, Camp | 320.137-014 | Manager, Lodging Facilities |

213080 PURCHASING AGENTS – EXCEPT WHOLESALE, RETAIL, & FARM PRODUCTS

DOT Code DOT Title

| | | | |
|-------------|------------------------|-------------|--|
| 162.117-018 | Contract Specialist | 162.167-030 | Purchase-Price Analyst |
| 162.157-030 | Outside Property Agent | 163.117-010 | Manager, Contracts |
| 162.157-034 | Procurement Engineer | 169.167-054 | Tooling Coord., Production Engineering |
| 162.157-038 | Purchasing Agent | | |

225050 ELECTRONIC & ELECTRICAL TECHNICIAN & TECHNOLOGISTS

DOT Code DOT Title

| | | | |
|-------------|---------------------------------------|-------------|--------------------------------------|
| 003.161-010 | Electrical Technician | | |
| 003.161-014 | Electronics Technician | 194.381-010 | Technical Testing Engineer |
| 003.161-018 | Technician, Semiconductor Development | 726.261-010 | Electronics Assembler, Developmental |
| | | 726.261-014 | Electrician, Research |
| 003.261-010 | Instrumentation Technician | 828.261-018 | Senior Technician, Controls |
| 019.281-010 | Calibration Laboratory Technician | | |

273050 SOCIAL WORKERS, EXCEPT PSYCHIATRIC AND MEDICAL

DOT Code DOT Title

| | | | |
|-------------|--------------------------------|-------------|---------------------------------------|
| 187.137-014 | Supervisor, Volunteer Services | 195.107-026 | Social Worker, Delinquency Prevention |
| 189.267-010 | Field Representative | 195.107-038 | Social Worker, School |
| 195.107-010 | Caseworker | 195.107-042 | Correctional-Treatment Specialist |
| 195.107-014 | Caseworker, Child Welfare | 195.107-046 | Probation-and-Parole Officer |
| 195.107-018 | Caseworker, Family | 195.137-010 | Casework Supervisor |
| 195.107-022 | Social Group Worker | | |

273050 SOCIAL WORKERS, EXCEPT PSYCHIATRIC AND MEDICAL, cont.

| | | | |
|-------------|--|-------------|------------------------|
| 195.164-010 | Group Worker | 195.267-022 | Child Support Officer |
| 195.167-010 | Community Organization Worker | 195.367-018 | Community Worker |
| 195.167-014 | Community-Relations-and-Services Advisor, Public Health | 195.367-026 | Parole-Counseling Aide |
| 195.267-018 | Patient-Resources-and-Reimburse- ment Agent | | |

313140 TEACHERS & INSTRUCTORS – VOCATIONAL EDUCATION

| DOT Code | DOT Title | | |
|-----------------|---|-------------|---|
| 075.127-010 | Instructor, Psychiatric Aide | 375.227-010 | Police-Academy Instructor |
| 090.222-010 | Instructor, Business Education | 522.264-010 | Training Technician |
| 097.221-010 | Instructor, Vocational Training | 621.221-010 | Field-Service Representative |
| 099.227-014 | Instructor, Correspondence School | 683.222-010 | Instructor, Weaving |
| 099.227-018 | Instructor, Ground Services | 689.324-010 | Instructor |
| 099.227-030 | Teacher, Adult Education | 715.221-010 | Instructor, Watch Assembly |
| 166.221-010 | Instructor, Technical Training | 740.221-010 | Instructor, Decorating |
| 166.227-010 | Training Representative | 788.222-010 | Instructor |
| 235.222-010 | Private-Branch-Exchange Service Advisor | 789.222-010 | Instructor, Apparel Manufacture |
| 239.227-010 | Customer-Service-Representative Instructor | 919.223-010 | Instructor, Bus, Trolley, and Taxi |
| | | 955.222-010 | Instructor, Wastewater-Treatment Plant |

510000 FIRST-LINE SUPERVISOR – CLERICAL & ADMINISTRATIVE WORKERS

| DOT Code | DOT Title | | |
|-----------------|---|-------------|-------------------------------------|
| 109.137-010 | Shelving Supervisor | 211.137-018 | Supervisor, Money-Room |
| 168.167-058 | Manager, Customer Service | 211.137-022 | Supervisor, Tellers |
| 202.132-010 | Supervisor, Steno Pool | 213.132-010 | Supervisor, Computer Operations |
| 203.132-010 | Supervisor, Telegraphic-Typewriter Operators | 214.137-010 | Documentation Supervisor |
| 203.132-014 | Supervisor, Transcribing Operators | 214.137-014 | Supervisor, Statement Clerks |
| 203.137-010 | Supervisor, Word Processing | 214.137-018 | Rate Supervisor |
| 203.137-014 | Typing Section Chief | 214.137-022 | Supervisor, Accounts Receivable |
| 205.137-014 | Supervisor, Survey Workers | 215.137-010 | Crew Scheduler, Chief |
| 205.162-010 | Admitting Officer | 215.137-014 | Supervisor, Payroll |
| 206.137-010 | Supervisor, Files | 215.137-018 | Supervisor, Force Adjustment |
| 207.137-010 | Chief Clerk, Print Shop | 216.132-010 | Supervisor, Accounting Clerks |
| 209.132-010 | Supervisor, Personnel Clerks | 216.132-014 | Supervisor, Securities Vault |
| 209.132-014 | Technical Coordinator | 216.137-010 | Cost-and-Sales-Record Supervisor |
| 209.137-010 | Mailroom Supervisor | 216.137-014 | Transfer Clerk, Head |
| 209.137-014 | Meter Reader, Chief | 217.132-010 | Proof-Machine-Operator Supervisor |
| 209.137-018 | Supervisor, Agency Appointments | 219.132-010 | Supervisor, Policy-Change Clerks |
| 209.137-026 | Supervisor, Marking Room | 219.132-014 | Supervisor, Trust Accounts |
| 210.132-010 | Supervisor, Audit Clerks | 219.132-022 | Supervisor, Underwriting Clerks |
| 211.132-010 | Teller, Head | 219.137-010 | Field Cashier |
| 211.137-010 | Supervisor, Cashiers | 221.132-010 | Chief Clerk, Measurement Department |
| 211.137-014 | Supervisor, Food Checkers and Cashiers | 221.137-010 | Control Clerk, Head |
| | | 221.137-014 | Supervisor, Production Clerks |

510020 FIRST-LINE SUPERVISOR – CLERICAL & ADMINISTRATIVE WORKERS, cont.

| | | | |
|-------------|--|-------------|--|
| 221.137-018 | Supervisor, Production Control | 241.137-014 | Supervisor, Customer-Complaint Service |
| 222.137-010 | Film-Vault Supervisor | 241.137-018 | Supervisor, Claims |
| 222.137-014 | Linen-Room Supervisor | 243.137-010 | Supervisor, Mails |
| 222.137-018 | Magazine Supervisor | 247.137-010 | Supervisor, Advertising-Dispatch Clerks |
| 222.137-022 | Mailroom Supervisor | 247.137-014 | Supervisor, Classified Advertising |
| 222.137-026 | Petroleum-Inspector Supervisor | 248.137-010 | Booking Supervisor |
| 222.137-030 | Shipping-and-Receiving Supervisor | 248.137-014 | Purchasing-and-Claims Supervisor |
| 222.137-034 | Stock Supervisor | 248.137-018 | Supervisor, Customer Services |
| 222.137-038 | Stock-Control Supervisor | 249.137-010 | Office Supervisor, Animal Hospital |
| 222.137-042 | Supervisor, Assembly Stock | 249.137-014 | Supervisor, Contact and Service Clerks |
| 222.137-046 | Tool-Crib Supervisor | 249.137-018 | Supervisor, Correspondence Section |
| 222.137-050 | Vault Cashier | 249.137-022 | Supervisor, Customer Records Division |
| 229.137-010 | Sack-Department Supervisor | 249.137-026 | Supervisor, Order Takers |
| 229.137-014 | Yard Supervisor | 249.137-030 | Supervisor, Real-Estate Office |
| 230.137-014 | Supervisor, Delivery Department | 249.137-034 | Supervisor, Lending Activities |
| 230.137-018 | Supervisor, Mail Carriers | 249.167-010 | Automobile-Club-Safety-Program Coordinator |
| 235.132-010 | Central-Office-Operator Supervisor | 292.137-010 | Coin-Machine-Collector Supervisor |
| 235.132-014 | Communication-Center Coordinator | 295.137-010 | Supervisor, Safety Deposit |
| 235.137-010 | Telephone Operator, Chief | 375.137-022 | Secretary of Police |
| 237.137-010 | Supervisor, Telephone Information | 375.137-038 | Complaint Evaluation Supervisor |
| 237.137-014 | Supervisor, Travel-Information Center | 379.132-010 | Supervisor, Telecommunicator |
| 238.137-010 | Manager, Reservations | 381.137-014 | Supervisor, Central Supply |
| 238.137-014 | Senior Reservations Agent | 789.137-010 | Boxing-and-Pressing Supervisor |
| 238.137-018 | Supervisor, Gate Services | 910.137-010 | Baggage-and-Mail Agent |
| 238.137-022 | Supervisor, Ticket Sales | 910.137-038 | Station Agent I |
| 239.132-010 | Supervisor, Telephone Clerks | 922.137-010 | Senior-Commissary Agent |
| 239.137-014 | Customer Service Representative Supervisor | 959.137-010 | Dispatcher, Chief, Service or Work |
| 239.137-018 | Route Supervisor | 959.137-014 | Dispatcher, Service, Chief |
| 239.137-022 | Service Observer, Chief | 959.137-018 | Order Dispatcher, Chief |
| 239.137-026 | Supervisor, Public Message Service | | |
| 241.137-010 | Supervisor, Credit and Loan Collections | | |

810080 FIRST-LINE SUPERVISOR – PRODUCTION & OPERATING WORKERS

| DOT Code | DOT Title | | |
|-------------|--------------------------------------|-------------|---------------------------------|
| 184.167-046 | Incinerator-Plant-General Supervisor | 500.131-010 | Supervisor |
| 184.167-142 | Superintendent, Cold Storage | 500.132-010 | Supervisor, Sheet Manufacturing |
| 299.137-018 | Sample-Room Supervisor | 500.134-010 | Supervisor, Matrix |
| 361.137-010 | Supervisor, Laundry | 501.130-010 | Supervisor, Hot-Dip-Tinning |
| 365.131-010 | Shoe-Repair Supervisor | 501.137-010 | Supervisor, Hot-Dip-Plating |
| 369.137-010 | Supervisor, Dry Cleaning | 502.130-010 | Supervisor, Casting-and-Pasting |
| 369.137-014 | Supervisor, Rug Cleaning | 503.137-010 | Supervisor, Sandblaster |
| 369.167-010 | Manager, Laundromat | 504.131-010 | Heat-Treat Supervisor |
| 410.134-010 | Supervisor, Livestock-Yard | 505.130-010 | Supervisor, Metalizing |
| 454.134-010 | Supervisor, Felling-Bucking | 505.130-014 | Supervisor, Vacuum Metalizing |
| 459.137-010 | Woods Boss | 509.130-010 | Supervisor, Powdered Metal |

810080 FIRST-LINE SUPERVISOR – PRODUCTION & OPERATING WORKERS, cont..

| | | | |
|-------------|--|-------------|--|
| 509.130-014 | Supervisor, Power-Reactor | 523.132-010 | Supervisor, Char House |
| 509.132-010 | Supervisor, Soaking Pits | 523.137-010 | Supervisor, Ice House |
| 511.130-010 | Alumina-Plant Supervisor | 525.131-010 | Supervisor, Abattoir |
| 511.132-010 | Precipitator Supervisor | 525.131-014 | Supervisor, Cutting and Boning |
| 511.135-010 | Filter-Plant Supervisor | 525.132-010 | Supervisor, Cured Meats |
| 512.130-010 | Reduction-Plant Supervisor | 525.132-014 | Supervisor, Tank House |
| 512.132-010 | Melter Supervisor | 525.134-010 | Supervisor, Fish Processing |
| 512.132-014 | Reclamation Supervisor | 525.134-014 | Supervisor, Poultry Processing |
| 512.132-018 | Remelt-Furnace Expediter | 526.131-010 | Bakery Supervisor |
| 512.132-022 | Supervisor, Blast Furnace | 526.134-010 | Cook, Mexican Food |
| 512.135-010 | Pot-Room Supervisor | 526.137-010 | Potato-Chip-Processing Supervisor |
| 513.132-010 | Converter Supervisor | 529.130-010 | Supervisor, Candy |
| 514.130-010 | Permanent-Mold Supervisor | 529.130-014 | Supervisor, Chocolate-and-Cocoa Processing |
| 514.130-014 | Supervisor, Die Casting | 529.130-018 | Supervisor, Coffee |
| 514.131-010 | Inspector, Chief | 529.130-022 | Supervisor, Filtration |
| 514.134-010 | Tapper Supervisor | 529.130-026 | Supervisor, Nut Processing |
| 514.137-010 | Supervisor, Pig-Machine | 529.130-030 | Supervisor, Pulp House |
| 514.137-014 | Supervisor, Pit-and-Auxiliaries | 529.130-034 | Supervisor, Refining |
| 515.130-010 | Mill Supervisor | 529.130-038 | Supervisor, Soft Sugar |
| 515.132-010 | Crusher Supervisor | 529.130-042 | Supervisor, White Sugar |
| 519.130-010 | Cell-Feed-Department Supervisor | 529.131-010 | Cellar Supervisor |
| 519.130-014 | Sampler, Head | 529.131-014 | Supervisor, Dairy Processing |
| 519.130-018 | Supervisor, Lead Refinery | 529.132-010 | Custom-Feed-Mill Operator |
| 519.130-022 | Supervisor, Reverberatory Furnace | 529.132-014 | Plant Supervisor |
| 519.130-026 | Supervisor, Sintering Plant | 529.132-018 | Supervisor, Beet End |
| 519.130-030 | Supervisor, Uranium Processing | 529.132-022 | Supervisor, Bottle-House Cleaners |
| 519.131-010 | Foundry Supervisor | 529.132-026 | Supervisor, Brew House |
| 519.131-014 | Mill-Labor Supervisor | 529.132-030 | Supervisor, Cereal |
| 519.132-010 | Supervisor, Blast Furnace | 529.132-034 | Supervisor, Cigar-Making Machine |
| 519.132-014 | Supervisor, Blast-Furnace-Auxiliaries | 529.132-038 | Supervisor, Cook Room |
| 519.132-018 | Supervisor, Cell Operation | 529.132-042 | Supervisor, Dried Yeast |
| 519.132-022 | Supervisor, Solder Making | 529.132-046 | Supervisor, Dry-Starch |
| 519.134-010 | Pot-Lining Supervisor | 529.132-050 | Supervisor, Feed House |
| 519.137-010 | Supervisor, Mold Yard | 529.132-054 | Supervisor, Feed Mill |
| 519.137-014 | Supervisor, Scrap Preparation | 529.132-058 | Supervisor, Fermenting Cellars |
| 520.132-010 | Blending Supervisor | 529.132-062 | Supervisor, Grain and Yeast Plants |
| 520.132-014 | Supervisor, Compressed Yeast | 529.132-066 | Supervisor, Liquid Yeast |
| 520.136-010 | Blending Supervisor | 529.132-070 | Supervisor, Malted Milk |
| 520.137-010 | Supervisor, Lump Room | 529.132-074 | Supervisor, Mill House |
| 521.130-010 | Miller Supervisor | 529.132-078 | Supervisor, Nutritional Yeast |
| 521.130-014 | Supervisor, Powdered Sugar | 529.132-082 | Supervisor, Soakers |
| 521.131-010 | Supervisor, Rice Milling | 529.132-086 | Supervisor, Steffen House |
| 521.132-010 | Mill Platform Supervisor | 529.132-090 | Supervisor, Sugar House |
| 521.132-014 | Supervisor, Threshing Department | 529.132-094 | Supervisor, Sugar Refinery |
| 521.137-010 | Supervisor, Picking | 529.132-098 | Supervisor, Tank Storage |
| 522.130-010 | Supervisor, Melt House | 529.132-102 | Supervisor, Tea and Spice |
| 522.131-010 | Distilling-Department Supervisor | 529.132-106 | Supervisor, Wash House |
| 522.132-010 | Supervisor, Malt House | 529.132-110 | Supervisor |
| 522.134-010 | Supervisor, Brineyard | 529.135-010 | Cooking, Casing, and Drying Supervisor |
| 523.131-010 | Testing and Analysis Department Supervisor | | |

| | | | |
|-------------|--|-------------|--|
| 529.135-014 | Supervisor, Cured-Meat Packing | 549.132-034 | Supervisor, Treating and Pumping |
| 529.137-010 | Preparation Supervisor | 549.137-010 | Supervisor, Carbon Electrodes |
| 529.137-014 | Sanitarian | 549.137-014 | Supervisor, Preparation Plant |
| 529.137-018 | Sugar-Reprocess Operator, Head | 549.137-018 | Supervisor, Specialty Plant |
| 529.137-022 | Superintendent, Grain Elevator | 550.131-010 | Cosmetics Supervisor |
| 529.137-026 | Supervisor | 550.132-010 | Supervisor II |
| 529.137-030 | Supervisor | 550.132-014 | Supervisor, Fish Bait Processing |
| 529.137-034 | Supervisor, Cigar Tobacco Processing | 550.135-010 | Supervisor, Color-Paste Mixing |
| 529.137-038 | Supervisor, Curing Room | 550.135-014 | Mixing Supervisor |
| 529.137-042 | Supervisor, Egg Processing | 550.137-010 | Supervisor, Compounding-and-Finishing |
| 529.137-046 | Supervisor, Fruit Grading | 550.137-014 | Supervisor, Paste Mixing |
| 529.137-050 | Supervisor, Maple Products | 550.137-018 | Supervisor, Shipping |
| 529.137-054 | Supervisor, Ready-Mixed Food Preparation | 551.130-010 | Supervisor, Processing |
| 529.137-058 | Supervisor, Syrup Shed | 552.132-010 | Shift Superintendent, Caustic Cresylate |
| 529.137-062 | Supervisor, Specialty Food Products | 553.132-010 | Supervisor, Grease Refining |
| 529.137-066 | Supervisor, Whipped Topping | 554.137-010 | Finishing Supervisor, Plastic Sheets |
| 529.137-070 | Supervisor, Yard | 554.137-014 | Supervisor, Coating |
| 529.137-074 | Supervisor, Inspection | 556.130-010 | Supervisor, Plastics Fabrication |
| 529.137-078 | Supervisor, Instant Potato Processing | 556.130-014 | Supervisor, Plastics |
| 529.137-082 | Supervisor, Processing | 556.130-018 | Molding Supervisor |
| 530.132-010 | Coating-Mixer Supervisor | 557.130-010 | Supervisor, Extruding Department |
| 530.132-014 | Supervisor, Beater Room | 557.130-014 | Supervisor, Plastic Sheets |
| 530.132-018 | Supervisor, Wood Room | 558.130-010 | Supervisor, Phosphatic Fertilizer |
| 530.132-022 | Wood Grinder, Head | 558.132-010 | Supervisor, Chemical |
| 534.130-010 | Supervisor, Coating | 558.132-014 | Supervisor, Phosphoric Acid |
| 534.132-010 | Supervisor, Calendering | 558.132-018 | Supervisor, Sulfuric-Acid Plant |
| 534.132-014 | Supervisor, Paper Coating | 558.134-010 | Supervisor, Brine |
| 534.137-010 | Supervisor, Carbon-Paper-Coating | 558.134-014 | Supervisor, Cell Room |
| 539.130-010 | Supervisor, Hardboard | 558.134-018 | Supervisor, Cell-Efficiency |
| 539.130-014 | Supervisor, Wet Room | 558.134-022 | Supervisor, Hydrochloric Area |
| 539.131-010 | Supervisor, Wet End | 559.130-010 | Chemical-Processing Supervisor |
| 539.132-010 | Supervisor, Paper Machine | 559.130-014 | Supervisor, Fertilizer Processing |
| 539.132-014 | Supervisor, Pulp Plant | 559.130-018 | Supervisor, Record Press |
| 539.132-018 | Supervisor, Repulping | 559.130-022 | Supervisor, Tile-and-Mottle |
| 539.134-010 | Supervisor, Paper Testing | 559.131-010 | Pharmaceutical-Compounding Supervisor |
| 539.137-010 | Supervisor, Rag Room | 559.131-014 | Quality-Control Supervisor |
| 539.137-014 | Production Supervisor | 559.131-018 | Tnt-Line Supervisor |
| 542.130-010 | Supervisor, Natural-Gas Plant | 559.132-010 | Acid Supervisor |
| 542.130-014 | Supervisor, Tar Distillation | 559.132-014 | Calender Supervisor |
| 542.132-010 | Supervisor, Byproducts | 559.132-018 | Catalyst Operator, Chief |
| 542.132-014 | Supervisor, Ovens | 559.132-022 | Finishing-Area Supervisor |
| 549.130-010 | Supervisor, Tower | 559.132-026 | Head Operator, Sulfide |
| 549.131-010 | Supervisor, Natural-Gas-Field Processing | 559.132-030 | Heating-and-Blending Supervisor |
| 549.132-010 | Grease Maker, Head | 559.132-034 | Mill Supervisor |
| 549.132-014 | Supervisor III | 559.132-038 | Nitroglycerin Supervisor |
| 549.132-018 | Supervisor, Coal Handling | 559.132-042 | Process-Area Supervisor |
| 549.132-022 | Supervisor, Coke Handling | 559.132-046 | Production Supervisor, Anhydrous Ammonia |
| 549.132-026 | Supervisor, Paste Plant | | |
| 549.132-030 | Supervisor, Purification | | |

810080 FIRST-LINE SUPERVISOR – PRODUCTION & OPERATING WORKERS, cont..

| | | | |
|-------------|---|-------------|--|
| 559.132-050 | Production Supervisor, Defluorinated Phosphate | 570.137-010 | Supervisor |
| 559.132-054 | Supervisor I | 573.132-010 | Burning Supervisor |
| 559.132-058 | Supervisor | 574.130-010 | Glaze Supervisor |
| 559.132-062 | Supervisor, Alum Plant | 574.132-010 | Glaze Supervisor |
| 559.132-066 | Supervisor, Bone Plant | 574.132-014 | Supervisor, Silvering Department |
| 559.132-070 | Supervisor, Cd-Area | 574.134-010 | Supervisor, Hand Silvering |
| 559.132-074 | Supervisor, Cook House | 575.130-010 | Press Supervisor |
| 559.132-078 | Supervisor, Dehydrogenation | 575.130-014 | Supervisor III |
| 559.132-082 | Supervisor, Dry Paste | 575.130-018 | Supervisor, Forming Department I |
| 559.132-086 | Supervisor, Esters-and-Emulsifiers | 575.131-010 | Supervisor, Concrete-Stone Fabricating |
| 559.132-090 | Supervisor, Fertilizer | 575.131-014 | Supervisor, Precast and Prestressed Concrete |
| 559.132-094 | Supervisor, Furnace Process | 575.137-010 | Drawing-Kiln Supervisor |
| 559.132-098 | Supervisor, Glycerin | 575.137-014 | Supervisor, Wet Pour |
| 559.132-102 | Supervisor, Insecticide | 579.130-010 | Supervisor, Board Mill |
| 559.132-106 | Supervisor, Liquefaction | 579.130-014 | Supervisor, Concrete Block Plant |
| 559.132-110 | Supervisor, Litharge | 579.130-018 | Supervisor, Concrete Pipe Plant |
| 559.132-114 | Supervisor, Paint | 579.130-022 | Supervisor, Forming Department II |
| 559.132-118 | Supervisor, Phosphorus Processing | 579.131-010 | Supervisor, Mirror Manufacturing Department |
| 559.132-122 | Supervisor, Pigment Making | 579.132-010 | Supervisor II |
| 559.132-126 | Supervisor, Refining | 579.132-014 | Supervisor, Lime |
| 559.132-130 | Supervisor, Toilet-and-Laundry Soap | 579.134-010 | Supervisor, Inspection |
| 559.132-134 | Supervisor, Varnish | 579.134-014 | Supervisor, Epoxy Fabrication |
| 559.132-138 | Transfer-and-Pumphouse Operator, Chief | 579.134-018 | Supervisor, Refractory Products |
| 559.134-014 | Supervisor, Drying and Winding | 579.137-010 | Supervisor |
| 559.137-010 | Salvage Supervisor | 579.137-014 | Supervisor, Asbestos Textile |
| 559.137-014 | Supervisor II | 579.137-018 | Supervisor, Mold Cleaning and Storage |
| 559.137-018 | Supervisor, Bleach | 579.137-022 | Supervisor, Mold-Making Plastics Sheets |
| 559.137-022 | Supervisor, Channel Process | 579.137-026 | Supervisor, Receiving and Processing |
| 559.137-026 | Supervisor, Evaporator | 582.130-010 | Supervisor, Glazing Department |
| 559.137-030 | Supervisor, Gelatin Plant | 582.131-010 | Dye-House Supervisor |
| 559.137-034 | Supervisor, Glue Specialty | 582.131-014 | Dyer, Supervisor |
| 559.137-038 | Supervisor, Inspection | 582.132-010 | Aging-Department Supervisor |
| 559.137-042 | Supervisor, Putty and Caulking | 582.132-014 | Soaping-Department Supervisor |
| 559.137-046 | Supervisor, Rocket Propellant Plant | 582.132-018 | Supervisor, Tan Room |
| 559.137-050 | Supervisor, Tank Cleaning | 582.132-022 | Supervisor, Vat House |
| 559.167-010 | Cd-Storage-and-Materials-Make-Up Operator, Head | 583.132-010 | Supervisor, Pressing Department |
| 561.131-010 | Treating-Plant Supervisor | 583.137-010 | Supervisor, Pleating |
| 563.135-010 | Supervisor, Drying | 585.130-010 | Supervisor, Corduroy Cutting |
| 563.137-010 | Supervisor, Beehive Kiln | 586.130-010 | Supervisor V |
| 564.132-010 | Wood-Crew Supervisor | 589.130-010 | Cloth Finisher |
| 569.130-010 | Gasket Supervisor | 589.130-014 | Fabric-Coating Supervisor |
| 569.132-010 | Supervisor, Particle Board | 589.130-018 | Supervisor, Finishing Room |
| 569.135-010 | Supervisor, Veneer | 589.130-022 | Supervisor, Fur Dressing |
| 570.130-010 | Supervisor, Clay Preparation | 589.130-026 | Supervisor, Mill |
| 570.132-010 | Concrete-Batching and Mixing-Plant Supervisor | 589.130-030 | Supervisor, Split Leather Department |
| 570.132-014 | Milling Supervisor | 589.132-010 | Supervisor VI |
| 570.132-018 | Washing-and-Screening Plant Supervisor | 589.132-014 | Supervisor, Split and Drum Room |

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| 810080 | FIRST-LINE SUPERVISOR – PRODUCTION & OPERATING WORKERS, cont.. |
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| 589.134-010 | Supervisor, Beam Department | 619.130-026 | Supervisor, Hot-Wound Spring Production |
| 589.135-010 | Supervisor, Production | 619.130-030 | Supervisor, Line |
| 589.137-010 | Supervisor, Packing Room | 619.130-034 | Supervisor, Machine Setter |
| 589.137-014 | Supervisor, Bonding | 619.130-038 | Supervisor, Pipe Finishing |
| 590.130-010 | Supervisor, Electronics Processing | 619.130-042 | Supervisor, Punch-and-Assembly Department |
| 590.130-014 | Supervisor, Insulation | 619.130-046 | Supervisor |
| 590.130-018 | Supervisor, Roofing Plant | 619.131-010 | Machining-and-Assembly Supervisor |
| 590.131-010 | Porcelain-Enameling Supervisor | 619.131-014 | Shop Supervisor |
| 590.132-010 | Supervisor, Candle Making | 619.131-018 | Shrink-Pit Supervisor |
| 590.134-010 | Supervisor, Pipe Joints | 619.132-010 | Lead-Section Supervisor |
| 599.132-010 | Supervisor, Tumblers | 619.132-014 | Sheet-Mill Supervisor |
| 599.137-010 | Superintendent, Seed Mill | 619.132-018 | Shell-Shop Supervisor |
| 600.130-010 | Machine-Shop Supervisor, Tool | 619.132-022 | Structural-Mill Supervisor |
| 600.131-014 | Salvage Engineer | 619.132-026 | Supervisor, Finishing-and-Shipping |
| 601.130-010 | Tool-and-Die Supervisor | 619.132-030 | Supervisor, Plate Heating, Rolling, and Finishing |
| 603.130-010 | Supervisor, Grinding | 619.134-010 | Supervisor, Conditioning Yard |
| 603.137-010 | Filing-and-Polishing Supervisor | 619.137-010 | Machine-Adjuster Leader |
| 604.130-010 | Supervisor, Roll Shop | 620.131-010 | Supervisor, Endless Track Vehicle |
| 609.130-010 | Machine-Shop Supervisor, Production | 621.137-010 | Supervisor, Reclamation |
| 609.130-014 | Screw Supervisor | 622.131-014 | Supervisor, Roundhouse |
| 609.130-018 | Supervisor | 623.131-010 | Machinist Supervisor, Outside |
| 609.130-022 | Supervisor, Automatic Machines | 630.134-010 | Anode-Crew Supervisor |
| 609.130-026 | Watch Manufacturing Supervisor | 638.131-014 | Machine-Assembler Supervisor |
| 609.131-010 | Inspection Supervisor | 640.132-010 | Supervisor, Coremaker |
| 609.131-014 | Supervisor, Mold Making | 649.130-010 | Supervisor, Paper Products |
| 609.131-018 | Supervisor, Mold Shop | 650.132-010 | Supervisor, Typesetting |
| 609.132-010 | Slab-Conditioner Supervisor | 651.130-010 | Supervisor, Press Room |
| 612.130-010 | Spikemaking Supervisor | 652.130-010 | Supervisor, Decorating |
| 612.131-010 | Forge-Shop Supervisor | 652.130-014 | Supervisor, Printing and Stamping |
| 613.130-010 | Supervisor, Blooming Mill | 652.130-018 | Supervisor, Roller Printing |
| 613.130-014 | Supervisor, Merchant-Mill Rolling and Finishing | 652.132-010 | Supervisor, Print Line |
| 613.130-018 | Supervisor, Structural Rolling-and-Finishing | 652.137-010 | Production Manager, Reproduction |
| 613.132-010 | Supervisor, Hot-Strip Mill | 652.137-014 | Supervisor, Screen Printing |
| 614.132-010 | Supervisor, Drawing | 653.131-010 | Supervisor, Bindery |
| 614.132-014 | Supervisor, Extrusion | 660.130-010 | Cabinetmaker, Supervisor |
| 615.130-010 | Press-Hand Supervisor | 661.131-010 | Loft Worker, Head |
| 615.130-014 | Supervisor | 661.137-010 | Supervisor, Frame Sample and Pattern |
| 615.132-010 | Supervisor, Shearing | 662.132-010 | Supervisor, Sanding |
| 616.130-010 | Supervisor | 663.132-010 | Supervisor, Green End Department |
| 616.130-014 | Supervisor, Specialty Manufacturing | 667.137-010 | Supervisor, Stave Cutting |
| 616.130-018 | Supervisor, Spring Production | 669.130-010 | Supervisor, Assembly Room |
| 616.130-022 | Supervisor, Steel Division | 669.130-014 | Supervisor, Cutting Department |
| 617.130-010 | Supervisor | 669.130-018 | Supervisor, Framing Mill |
| 617.130-014 | Supervisor, Fence Manufacture | 669.130-022 | Supervisor, Machining |
| 619.130-010 | Hydraulic-Pressure-Auto-Frettage-Machine-Operator | 669.130-026 | Supervisor, Sawmill |
| 619.130-014 | Supervisor, Aluminum Fabrication | 669.130-030 | Supervisor, Shuttle Fitting |
| 619.130-018 | Supervisor, Cold Rolling | 669.130-034 | Supervisor, Shuttle Preparation |
| 619.130-022 | Supervisor, Continuous-Weld-Pipe Mill | | |

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810080 FIRST-LINE SUPERVISOR – PRODUCTION & OPERATING WORKERS, cont..

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| 669.130-038 | Supervisor, Shuttle Veneering | 692.130-018 | Supervisor I |
| 669.132-010 | Supervisor, Sawing and Assembly | 692.130-022 | Supervisor VI |
| 669.137-010 | Supervisor, Wood-Crew | 692.130-026 | Supervisor, Broommaking |
| 673.130-010 | Supervisor, Edging | 692.130-030 | Supervisor, Paint Roller Covers |
| 677.131-010 | Glass-Cut-Off Supervisor | 692.130-034 | Supervisor, Toy Parts Former |
| 679.130-010 | Supervisor | 692.130-038 | Supervisor, Keymodule Assembly |
| 679.130-014 | Supervisor, Asbestos Pipe | 692.130-042 | Supervisor, Shop |
| 679.130-018 | Supervisor, Asbestos-Cement Sheet | 692.132-010 | Supervisor IV |
| 679.137-010 | Supervisor, Finishing Department | 692.132-014 | Supervisor V |
| 679.137-014 | Supervisor, Mirror Fabrication | 692.132-018 | Supervisor, Ski Production |
| 680.130-010 | Supervisor, Carding | 692.137-010 | Supervisor, Painting Department |
| 680.130-014 | Supervisor, Mixing | 692.137-014 | Supervisor I |
| 680.135-010 | Supervisor, Mixing | 693.130-010 | Supervisor, Model Making |
| 681.130-010 | Supervisor, Preparation Department | 693.131-010 | Pattern-Shop Supervisor |
| 681.130-014 | Supervisor, Winding and Twisting Department | 693.132-010 | Pattern-Grader Supervisor |
| 682.130-010 | Supervisor, Spinning | 694.131-010 | Tracer-Bullet-Section Supervisor |
| 683.130-010 | Floor Supervisor, Endless-Belt- Weaving Department | 694.132-010 | Explosive-Operator Supervisor |
| 683.130-014 | Loom-Fixer Supervisor | 699.130-010 | Production Supervisor |
| 683.130-018 | Weave-Room Supervisor | 699.131-010 | Supervisor, Lubrication |
| 683.130-022 | Weaving Supervisor | 700.130-010 | Supervisor |
| 683.132-010 | Pattern-Chain Maker Supervisor | 700.131-010 | Supervisor |
| 684.137-010 | Supervisor | 700.131-014 | Supervisor |
| 685.130-010 | Supervisor, Knitting II | 700.131-018 | Supervisor, Jewelry Department |
| 687.132-010 | Supervisor, Tufting | 701.137-010 | Supervisor, Assembly-and-Packing |
| 689.130-010 | Embroidery Supervisor | 703.132-010 | Supervisor, Metal Cans |
| 689.130-014 | Felt-Goods Supervisor, Needle Process | 704.131-010 | Engraving Supervisor |
| 689.130-018 | Knitting-Machine Fixer, Head | 704.131-014 | Supervisor, Engraving |
| 689.130-022 | Supervisor, Cloth Winding | 706.130-010 | Supervisor, Coin-Machine |
| 689.130-026 | Supervisor, Roving Department | 706.131-010 | Laboratory Supervisor |
| 689.130-030 | Supervisor, Weaving | 706.131-014 | Supervisor |
| 689.130-034 | Supervisor, Yarn Preparation | 709.134-010 | Supervisor, Metal Furniture Assembly |
| 689.130-038 | Supervisor, Spinning and Winding | 709.137-010 | Inspection Supervisor |
| 689.132-010 | Supervisor, Burling and Joining | 710.131-014 | Supervisor, Instrument Maintenance |
| 689.132-014 | Supervisor, Fiber-Locking | 710.131-034 | Supervisor, Shop |
| 689.134-010 | Cloth-Grader Supervisor | 710.131-038 | Supervisor, Instrument Assembly |
| 689.134-014 | Supervisor, Lace Tearing | 710.131-042 | Supervisor, Thermostatic Controls |
| 689.134-018 | Supervisor, Product Inspection | 710.137-010 | Supervisor, Assembly I |
| 689.134-022 | Supervisor, Quilting | 711.137-010 | Supervisor, Optical Instruments |
| 689.137-010 | Supervisor, Sewing Department | 712.131-010 | Supervisor, Dental Laboratory |
| 689.137-014 | Supervisor, Tubing | 712.132-010 | Supervisor, Surgical Garment Assembly |
| 690.130-010 | Supervisor III | 712.134-010 | Supervisor, Artificial Breast Fabrication |
| 690.130-014 | Supervisor, Slitting-and-Shipping | 712.137-010 | Supervisor, Facepiece Line |
| 690.130-018 | Supervisor | 712.137-014 | Supervisor, Final Assembly and Packing |
| 690.130-022 | Supervisor, Foam Cutting | 714.131-010 | Supervisor, Motion-Picture Equipment |
| 691.130-010 | Supervisor | 715.131-010 | Supervisor |
| 691.130-014 | Supervisor, Wire-Rope Fabrication | 715.131-014 | Supervisor, Dials |
| 692.130-010 | Brush-Fabrication Supervisor | 715.131-018 | Supervisor, Hairspring Fabrication |
| 692.130-014 | Finishing Supervisor | | |

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| 715.131-022 | Supervisor, Inspection | 739.137-014 | Supervisor, Lamp Shades |
| 715.131-026 | Supervisor, Mainspring Fabrication | 739.137-018 | Supervisor, Pipe Manufacture |
| 715.131-030 | Supervisor, Tumbling and Rolling | 739.137-022 | Supervisor, Wall Mirror Department |
| 716.130-010 | Supervisor | 742.134-010 | Supervisor, Finishing |
| 721.131-014 | Supervisor, Inspection and Testing | 749.131-010 | Supervisor, Decorating |
| 722.131-010 | Instrument-Shop Supervisor | 749.131-014 | Supervisor, Paint Department |
| 723.131-010 | Supervisor, Small Appliance Assembly | 749.134-010 | Supervisor, Finishing |
| 723.132-010 | Supervisor, Fabrication Department | 749.137-010 | Chest-Painting and Sealing Supervisor |
| 724.130-010 | Supervisor, Electronic Coils | 750.130-010 | Supervisor |
| 724.131-010 | Supervisor, Coil Winding | 750.132-010 | Retread Supervisor |
| 724.131-014 | Transformer Shop Supervisor | 754.130-010 | Decorating-and-Assembly Supervisor |
| 726.130-010 | Supervisor, Electronics Production | 754.137-010 | Supervisor, Sample |
| 726.131-014 | Supervisor, Hearing-Aid Assembly | 759.135-010 | Supervisor, Scouring Pads |
| 726.131-018 | Supervisor, Printed Circuit Board Testing | 759.137-010 | Supervisor I |
| 726.134-010 | Supervisor, Printed Circuit Board Assembly | 761.130-010 | Supervisor, Briar Shop |
| 727.130-010 | Supervisor, Burning, Forming, and Assembly | 761.131-010 | Supervisor, Last-Model Department |
| 727.137-010 | Supervisor, Dry-Cell Assembly | 762.134-010 | Supervisor, Component Assembler |
| 729.130-010 | Supervisor, Electrical Assembly | 763.134-010 | Supervisor, Quality Control |
| 729.131-010 | Inspector, Chief | 763.134-014 | Supervisor, Furniture Assembly |
| 729.131-014 | Relay-Shop Supervisor | 764.134-010 | Supervisor, Cooperage Shop |
| 730.131-010 | Supervisor | 769.130-010 | Supervisor, Fabrication |
| 731.131-010 | Supervisor, Toy Assembly | 769.134-010 | Supervisor, Dimension Warehouse |
| 732.130-010 | Supervisor | 769.137-010 | Stocking-and-Box-Shop Supervisor |
| 733.130-010 | Supervisor, Plating and Point Assembly | 769.137-014 | Supervisor, Assembly |
| 733.131-010 | Supervisor, Rubber Stamps and Dies | 770.131-010 | Jewel Supervisor |
| 733.137-010 | Supervisor, Assembly | 770.131-014 | Supervisor, Diamond Finishing |
| 733.137-014 | Supervisor, Finishing Department | 771.137-010 | Supervisor, Slate Splitting |
| 733.137-018 | Supervisor, Inspection | 773.131-010 | Paster Supervisor |
| 734.131-010 | Supervisor II | 774.130-010 | Supervisor, Clay Shop |
| 736.131-010 | Automotive-Tire-Testing Supervisor | 775.130-010 | Supervisor, Finishing |
| 736.131-014 | Firearms-Assembly Supervisor | 775.131-010 | Supervisor, Concrete-Stone Finishing |
| 736.131-018 | Inspection Supervisor I | 775.134-010 | Cutting Supervisor |
| 737.131-010 | Supervisor, Fireworks Assembly | 777.131-010 | Supervisor, Mold Shop |
| 737.132-010 | Primer Supervisor | 779.131-010 | Supervisor I |
| 737.134-010 | Inspection Supervisor II | 780.131-010 | Supervisor, Cutting-and-Sewing Department |
| 737.137-010 | Inspector, Chief | 780.131-014 | Supervisor, Upholstery Department |
| 737.137-014 | Powder-and-Primer-Canning Leader | 780.134-010 | Supervisor, Covering and Lining |
| 737.137-018 | Supervisor | 780.134-014 | Supervisor, Spring-Up |
| 737.137-022 | Supervisor, Belt-and-Link Assembly | 780.137-010 | Supervisor, Mattress and Boxsprings |
| 739.130-010 | Supervisor, Bit and Shank Department | 781.131-010 | Supervisor, Pattern Marking |
| 739.131-010 | Supervisor I | 781.134-010 | Supervisor, Cutting Department |
| 739.131-014 | Supervisor II | 783.131-010 | Supervisor, Furrier Shop |
| 739.132-010 | Supervisor, Corncob Pipe Manufacturing | 783.132-010 | Supervisor |
| 739.134-010 | Supervisor, Assembly Room | 784.130-010 | Supervisor, Cap-and-Hat Production |
| 739.134-014 | Supervisor, Display Fabrication | 784.132-010 | Supervisor |
| 739.137-010 | Assembly Supervisor | 785.131-010 | Supervisor, Alteration Workroom |
| | | 786.132-010 | Supervisor, Garment Manufacturing |
| | | 787.132-010 | Sewing Supervisor |
| | | 787.132-014 | Supervisor, Sewing Room |
| | | 787.132-018 | Supervisor, Stitching Department |

810080 FIRST-LINE SUPERVISOR – PRODUCTION & OPERATING WORKERS, cont..

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| 788.131-010 | Supervisor | 825.137-010 | Supervisor, Line Department |
| 788.137-010 | Supervisor, Packing | 826.131-010 | Electrical Supervisor |
| 789.132-010 | Supervisor IV | 826.131-014 | Supervisor, Electrical Assemblies |
| 789.132-014 | Supervisor I | 827.131-014 | Supervisor, Major Appliance Assembly |
| 789.132-018 | Supervisor III | 829.131-010 | Cable Supervisor |
| 789.132-022 | Supervisor, Net Making | 829.131-018 | Installation Superintendent, Pin-Setting Machine |
| 789.132-026 | Supervisor, Parachute Manufacturing | 843.134-010 | Supervisor, Doping |
| 789.134-010 | Supervisor II | 843.137-010 | Supervisor, Waterproofing |
| 789.134-014 | Supervisor II | 849.137-010 | Dispatcher |
| 789.137-014 | Supervisor, Webbing | 850.137-014 | Supervisor, Labor Gang |
| 790.134-010 | Supervisor, Cigar Making, Hand | 850.137-018 | Supervisor, Riprap Placing |
| 801.131-014 | Supervisor, Fitting | 851.137-010 | Bank Boss |
| 801.131-018 | Supervisor, Ride Assembly | 851.137-014 | Supervisor, Sewer Maintenance |
| 801.134-010 | Supervisor, Reinforced-Steel-Placing | 853.133-010 | Supervisor, Asphalt Paving |
| 801.137-010 | Supervisor, Assembly | 853.137-010 | Supervisor, Mixing Place |
| 801.137-014 | Supervisor, Inspection | 860.137-010 | Carpenter-Labor Supervisor |
| 806.130-010 | Supervisor, Engine Assembly | 862.132-010 | Well-Point Pumping Supervisor |
| 806.131-010 | Supervisor, Aluminum Boat Assembly | 862.134-010 | Suction-Dredge-Pipeline-Placing Supervisor |
| 806.131-014 | Supervisor, Assembly | 862.137-010 | Mains-and-Service Supervisor |
| 806.131-018 | Supervisor, Boat Outfitting | 862.137-014 | Steam-Distribution Supervisor |
| 806.131-022 | Supervisor, Erection Shop | 862.137-018 | Water-and-Sewer-Systems Supervisor |
| 806.131-026 | Supervisor, Inspection and Testing | 863.134-010 | Building-Insulation Supervisor |
| 806.131-030 | Supervisor, Rigger | 869.131-026 | Steel-Pan-Form-Placing Supervisor |
| 806.131-034 | Supervisor, Shipfitters | 869.131-030 | Supervisor, Manufactured Buildings |
| 806.131-038 | Supervisor, Inspection | 869.133-010 | Clearing Supervisor |
| 806.131-042 | Supervisor, Production Department | 869.134-010 | Fence-Erector Supervisor |
| 806.134-010 | Supervisor, Motor Vehicle Assembly | 869.134-014 | Supervisor, Adjustable-Steel-Joist-Setting |
| 806.134-014 | Supervisor, Fiberglass Boat Assembly | 869.134-018 | Supervisor, Pipeline Maintenance |
| 806.137-010 | Supervisor, Car Installations | 869.134-022 | Track-Laying Supervisor |
| 806.137-014 | Supervisor, Ordnance Truck Installation | 869.137-010 | Traffic-Maintenance Supervisor |
| 806.137-018 | Supervisor, Shipping Track | 869.137-014 | Wrecking Supervisor |
| 806.137-022 | Quality Assurance Supervisor | 891.137-010 | Maintenance Supervisor |
| 809.130-010 | Supervisor, Assembly Department | 899.133-010 | Supervisor, Labor Gang |
| 809.130-014 | Supervisor, Metal Fabricating | 899.137-010 | Airport-Maintenance Chief |
| 809.131-010 | Supervisor, Fabrication and Assembly | 899.137-014 | Superintendent, Track |
| 809.131-014 | Supervisor, Ornamental Ironworking | 899.137-018 | Supervisor, Maintenance |
| 809.134-010 | Supervisor, Grinding and Spraying | 920.130-010 | Supervisor, Packing |
| 809.134-014 | Supervisor, Metal Hanging | 920.132-010 | Packaging Supervisor |
| 819.131-010 | Lead-Burner Supervisor | 920.132-014 | Supervisor, Carton and Can Supply |
| 819.131-014 | Welding Supervisor | 920.137-010 | Packing-House Supervisor |
| 820.131-010 | Electrician Supervisor, Substation | 920.137-014 | Sorting Supervisor |
| 820.137-010 | Transformer Assembly Supervisor | 920.137-018 | Supervisor |
| 821.131-022 | Steel-Post-Installer Supervisor | 920.137-022 | Supervisor, Filling-and-Packing |
| 822.131-022 | Protective-Signal Superintendent | 921.133-010 | Crane-Crew Supervisor |
| 822.131-026 | Signal Supervisor | 921.133-018 | Material-Handling Supervisor |
| 822.131-030 | Test-Desk Supervisor | 921.137-010 | Coal-Yard Supervisor |
| 823.131-014 | Rigger Supervisor | 921.137-014 | Material-Crew Supervisor |
| 824.137-010 | Electrician, Chief | | |
| 824.137-014 | Street-Light-Servicer Supervisor | | |

810080 FIRST-LINE SUPERVISOR – PRODUCTION & OPERATING WORKERS, cont..

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| 922.137-014 | Supervisor, Hide House | 955.131-010 | Supervisor, Incinerator Plant |
| 922.137-018 | Supervisor, Loading and Unloading | 955.137-010 | Snow-Removing Supervisor |
| 922.137-022 | Supervisor, Open-Hearth Stockyard | 959.131-010 | Heating-Plant Superintendent |
| 922.137-030 | Yard Supervisor | 960.132-010 | Chief Projectionist |
| 929.131-010 | Supervisor, Salvage | 962.134-010 | Recordist, Chief |
| 929.133-010 | Yard Supervisor | 962.137-010 | Grip Boss |
| 929.137-010 | General-Handling Supervisor | 962.137-018 | Supervisor, Costuming |
| 929.137-014 | Poleyard Supervisor | 962.137-022 | Supervisor, Prop-Making |
| 929.137-018 | Warehouse Supervisor | 962.137-026 | Supervisor, Properties |
| 929.137-022 | Warehouse Supervisor | 969.137-010 | Supervisor, Circus |
| 929.137-026 | Yard Supervisor | 971.131-010 | Supervisor, Photoengraving |
| 929.137-030 | Yard Supervisor, Building Materials or Lumber | 971.131-014 | Supervisor, Screen Making |
| 939.130-010 | Supervisor, Pond | 972.137-010 | Supervisor, Prepress |
| 939.131-014 | Supervisor, Production | 973.137-010 | Supervisor, Composing-Room |
| 939.137-010 | Chief Dispatcher | 974.131-010 | Supervisor, Electrotyping and Stereotyping |
| 939.137-014 | Pit Supervisor | 976.131-010 | Laboratory Chief |
| 939.137-018 | Section Supervisor | 976.131-014 | Supervisor, Film Processing |
| 939.167-010 | Controller, Coal Or Ore | 976.131-018 | Supervisor, Microfilm Duplicating Unit |
| 950.131-010 | Refrigerating Engineer, Head | 976.131-022 | Supervisor, Quality Control |
| 950.131-014 | Stationary-Engineer Supervisor | 976.131-026 | Supervisor, Type Photography |
| 952.131-010 | Substation Operator, Chief | 976.132-010 | Supervisor, Film Processing |
| 952.132-010 | Operations Supervisor, Nuclear Power Plant | 976.134-010 | Supervisor, Cutting and Splicing |
| 952.137-010 | Chief Load Dispatcher | 976.137-014 | Supervisor, Finishing Department |
| 952.137-014 | Hydroelectric-Station Operator, Chief | 979.130-010 | Supervisor, Blueprinting-and- Photocopy |
| 952.137-018 | Superintendent, Local | 979.130-014 | Supervisor, Printing-Shop |
| 952.137-022 | Turbine Operator, Head | 979.131-010 | Supervisor, Publications Production |
| 952.137-026 | Supervisor, Operations | 979.131-014 | Supervisor, Roller Shop |
| 953.132-010 | Supervisor, Liquefaction-and- Regasification | 979.131-018 | Supervisor, Silk-Screen Cutting and Printing |
| 953.137-014 | Pressure Supervisor | 979.132-010 | Shift Supervisor, Film Processing |
| 953.137-018 | Service Supervisor I | 979.137-010 | Supervisor, Finishing Room |
| 954.130-010 | Supervisor, Pumping Station | 979.137-014 | Supervisor, Inspecting |
| 954.132-010 | Supervisor, Water Treatment Plant | 979.137-018 | Supervisor, Production |
| 955.130-010 | Supervisory Wastewater-Treatment- Plant Operator | 979.137-022 | Supervisor, Sample Preparation |
| | | 979.137-026 | Supervisor, Type-Disk Quality Control |

853050 AUTO BODY REPAIRERS

| DOT Code | DOT Title | | |
|-----------------|-----------------------------------|-------------|--------------------------------|
| 620.364-010 | Squeak, Rattle, and Leak Repairer | 807.381-022 | Service Mechanic |
| 620.684-034 | Used-Car Renovator | 807.381-030 | Auto-Body Repairer, Fiberglass |
| 807.267-010 | Shop Estimator | 807.484-010 | Frame Straightener |
| 807.281-010 | Truck-Body Builder | 807.684-010 | Automobile-Bumper Straightener |
| 807.361-010 | Automobile-Body Customizer | 845.381-018 | Paint Sprayer, Sandblaster |
| 807.381-010 | Automobile-Body Repairer | 865.684-010 | Glass Installer |
| 807.381-018 | Frame Repairer | | |

939140 WELDERS AND CUTTERS

| DOT Code | DOT Title | | |
|-------------|-------------------------------|-------------|--------------------------------|
| 553.684-010 | Heat Welder, Plastics | 816.364-010 | Arc Cutter |
| 613.667-010 | Liner Assembler | 816.464-010 | Thermal Cutter, Hand I |
| 709.684-086 | Torch-Straightener-and Heater | 816.684-010 | Thermal Cutter, Hand II |
| 727.684-022 | Lead Burner | 819.281-010 | Lead Burner |
| 810.384-010 | Welder Apprentice, Arc | 819.281-014 | Lead-Burner Apprentice |
| 810.384-014 | Welder, Arc | 819.281-022 | Welder, Experimental |
| 810.664-010 | Welder, Gun | 819.361-010 | Welder-Fitter |
| 810.684-010 | Welder, Tack | 819.361-014 | Welder-Fitter Apprentice |
| 811.684-010 | Welder Apprentice, Gas | 819.381-010 | Welder-Assembler |
| 811.684-014 | Welder, Gas | 819.384-010 | Welder, Combination |
| 813.684-010 | Brazer, Assembler | 819.384-014 | Welder Apprentice, Combination |
| | | 819.684-010 | Welder, Production Line |

989020 HAND PACKERS AND PACKAGERS

| DOT Code | DOT Title | | |
|-------------|-----------------------------|-------------|------------------------------|
| 522.684-010 | Pickler | 920.687-066 | Carrier Packer |
| 522.687-010 | Barrel Filler I | 920.687-074 | Cotton Tier |
| 522.687-018 | Bulker | 920.687-078 | Crate Liner |
| 522.687-034 | Pickler | 920.687-082 | Dental Floss Packer |
| 525.687-082 | Poultry-Dressing Worker | 920.687-086 | Fish Packer |
| 525.687-118 | Tier | 920.687-090 | Floor Worker |
| 529.687-022 | Bulk Filler | 920.687-094 | Greens Tier |
| 529.687-086 | Fish-Egg Packer | 920.687-098 | Handkerchief Folder |
| 529.687-150 | Linker | 920.687-110 | Line-Out Worker I |
| 559.687-014 | Ampoule Sealer | 920.687-114 | Line-Out Worker II |
| 585.687-030 | Singer | 920.687-118 | Linen-Supply Load-Builder |
| 700.687-038 | Laborer, Gold Leaf | 920.687-122 | Machine-Pack Assembler |
| 710.687-034 | Tie-Up Worker | 920.687-130 | Packer |
| 737.587-018 | Primer Boxer | 920.687-134 | Packer, Agricultural Produce |
| 737.687-014 | Bag Loader | 920.687-142 | Prizer |
| 737.687-030 | Core Loader | 920.687-146 | Repack-Room Worker |
| 737.687-094 | Packer-Fuser | 920.687-150 | Rosin-Barrel Filler |
| 753.687-038 | Packing-Line Worker | 920.687-158 | Shingle Packer |
| 784.687-042 | Inspector-Packer | 920.687-166 | Shoe Packer |
| 789.687-106 | Mophead Trimmer-and-Wrapper | 920.687-170 | Shot Bagger |
| 794.687-034 | Paper-Pattern Folder | 920.687-174 | Snuff-Box Finisher |
| 920.587-010 | Cloth-Bolt Bander | 920.687-198 | Wool Sacker |
| 920.587-018 | Packager, Hand | 922.684-010 | Locker-Plant Attendant |
| 920.587-022 | Sample Clerk, Handkerchief | 922.687-010 | Bin Filler |
| 920.684-010 | Crater | 922.687-014 | Binder-and-Wrapper Packer |
| 920.687-010 | Apple-Packing Header | 922.687-046 | Icer |
| 920.687-018 | Bagger | 922.687-094 | Timber Packer |
| 920.687-022 | Bale Sewer | 929.587-010 | Nut-and-Bolt Assembler |
| 920.687-026 | Bander, Hand | 929.684-010 | Packer |
| 920.687-030 | Bander, Hand | 929.687-042 | Roll Coverer, Burlap |
| 920.687-034 | Bandoleer Packer | 929.687-054 | Palletizer |
| 920.687-038 | Blueprint Trimmer | 929.687-058 | Bander, Hand |
| 920.687-042 | Bottling-Line Attendant | | |

APPENDIX B

San Luis Obispo County Occupational Projections 1994-2001 Fastest Growing Occupations

| Oes | Title | 1994 | 2001 | New | Change |
|------------|--|-------------|-------------|------------|---------------|
| 251020 | Systems Analysts – Elec. Data Processing | 110 | 170 | 60 | 55% |
| 313110 | Teachers -- Special Education | 200 | 270 | 70 | 35% |
| 490170 | Counter and Rental Clerks | 230 | 310 | 80 | 35% |
| 130170 | Engineer, Math, and Nat Science Mgrs. | 150 | 200 | 50 | 33% |
| 273070 | Residential Counselors | 90 | 120 | 30 | 33% |
| 790380 | Lawn Maintenance Workers | 90 | 120 | 30 | 33% |
| 273080 | Human Services Workers | 100 | 130 | 30 | 30% |
| 927260 | Laundry, Dry-clean Mach Ops -- Ex Press | 100 | 130 | 30 | 30% |
| 660110 | Home Health Care Workers | 110 | 140 | 30 | 27% |
| 251051 | Computer Programmers, Incl. Aides | 230 | 290 | 60 | 26% |
| 313210 | Instructors and Coaches -- Sports | 240 | 300 | 60 | 25% |
| 790050 | Nursery Workers | 160 | 200 | 40 | 25% |
| 221270 | Computer Engineers | 80 | 100 | 20 | 25% |
| 313170 | Instructors -- Non-Voc. Education | 80 | 100 | 20 | 25% |
| 315050 | Technical Assistants -- Library | 80 | 100 | 20 | 25% |
| 537020 | Court Clerks | 80 | 100 | 20 | 25% |
| 790170 | Animal Caretakers -- Except Farm | 80 | 100 | 20 | 25% |
| 871080 | Drywall Installers | 80 | 100 | 20 | 25% |
| 877080 | Paving, Tamping-Equipment Operators | 80 | 100 | 20 | 25% |
| 315211 | Instructional Aides | 970 | 1,210 | 240 | 25% |
| 325050 | Licensed Vocational Nurses | 210 | 260 | 50 | 24% |
| 219020 | Cost Estimators | 130 | 160 | 30 | 23% |
| 150170 | Construction Managers | 140 | 170 | 30 | 21% |
| 312160 | English, Foreign Language Teachers | 140 | 170 | 30 | 21% |
| 630080 | Fire Fighters | 140 | 170 | 30 | 21% |
| 650210 | Bakers -- Bread and Pastry | 140 | 170 | 30 | 21% |
| 313080 | Teachers -- Secondary School | 860 | 1,040 | 180 | 21% |
| 650350 | Cooks -- Short Order | 200 | 240 | 40 | 20% |
| 312020 | Life Sciences Teachers | 150 | 180 | 30 | 20% |
| 853020 | Automotive Mechanics | 470 | 560 | 90 | 19% |
| 312220 | Engineering Teachers | 160 | 190 | 30 | 19% |
| 221260 | Elect and Electronic Engineers | 110 | 130 | 20 | 18% |
| 329080 | Dental Hygienists | 110 | 130 | 20 | 18% |
| 430170 | Sales Agents--Sel Bus Services | 110 | 130 | 20 | 18% |
| 630170 | Correction Officers, Jailers | 890 | 1,040 | 150 | 17% |
| 650260 | Cooks -- Restaurant | 600 | 700 | 100 | 17% |
| 130020 | Financial Managers | 540 | 630 | 90 | 17% |
| 313020 | Teachers, Preschool & Kindergarten | 300 | 350 | 50 | 17% |
| 630320 | Sheriffs and Deputy Sheriffs | 180 | 210 | 30 | 17% |
| 312100 | Social Science Teachers | 120 | 140 | 20 | 17% |

*Excludes NEC (Not Elsewhere Classified) Categories & Occupations <100 In Year 2001.

Source: Table 5, June 1997 Occupational Projections published by EDD/LMID

APPENDIX C

San Luis Obispo County Occupational Projections 1994-2001 Most Jobs Available (Including New Jobs & Separations Openings)*

| <u>OES</u> | <u>Title</u> | <u>Job Openings</u> |
|------------|--|---------------------|
| 490112 | Salespersons -- Retail (Non-Vehicle) | 1,280 |
| 490230 | Cashiers | 1,070 |
| 650080 | Waiters and Waitresses | 780 |
| 650170 | Counter Attendants -- Food | 600 |
| 553470 | General Office Clerks | 590 |
| 190050 | General Managers, Top Executives | 570 |
| 670050 | Janitors, Cleaners -- Except Maids | 420 |
| 313080 | Teachers -- Secondary School | 350 |
| 315211 | Instructional Aides | 340 |
| 551080 | Secretaries, General | 290 |
| 650380 | Food Preparation Workers | 260 |
| 851320 | Maintenance Repairers, General Utility | 260 |
| 313050 | Teachers -- Elementary School | 250 |
| 650320 | Cooks -- Specialty Fast Food | 250 |
| 630170 | Correction Officers, Jailers | 240 |
| 650260 | Cooks -- Restaurant | 240 |
| 650140 | Dining Room Attendants, Bar Helpers | 220 |
| 553050 | Receptionists, Information Clerks | 210 |
| 650410 | Combined Food Prep and Service | 200 |
| 670020 | Maids and Housekeeping Cleaners | 200 |
| 853020 | Automotive Mechanics | 190 |
| 130020 | Financial Managers | 160 |
| 660080 | Nurse Aides, Orderlies, Attendants | 160 |
| 325020 | Registered Nurses | 150 |
| 490080 | Sales Reps, Non-Scientific Ex Retail | 150 |
| 490170 | Counter and Rental Clerks | 140 |
| 538080 | Hotel Desk Clerks | 140 |
| 553380 | Bookkeeping, Accounting Clerks | 130 |
| 630470 | Guards and Watch Guards | 120 |
| 989020 | Hand Packers and Packagers | 120 |
| 251051 | Computer Programmers, Incl. Aides | 110 |
| 490210 | Stock Clerks--Sales Floor | 110 |
| 650050 | Bartenders | 110 |
| 971020 | Truck Drivers, Heavy | 100 |
| 211140 | Accountants and Auditors | 90 |
| 273050 | Social Workers--Ex Med., Psychiatric | 90 |
| 313020 | Teachers, Preschool & Kindergarten | 90 |
| 313110 | Teachers -- Special Education | 90 |
| 630140 | Police Patrol Officers | 90 |
| 650350 | Cooks -- Short Order | 90 |

* Excludes NEC (Not Elsewhere Classified) Categories

Source: Table 7, June 1997 Occupational Projections, by EDD/LMID

Appendix D



Please return completed questionnaire to:
Private Industry Council of San Luis Obispo County, Inc.
3566 South Higuera Street, Suite 100 Phone: (805) 781-2216
San Luis Obispo, CA 93401 Fax: (805) 541-4117

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL
Whom should we contact with any further questions?

NAME: _____

POSITION: _____

PHONE: _____ FAX: _____

Please complete this questionnaire for the occupation described below. If you have multiple locations, please confine your answers to locations in San Luis Obispo County. Please call the number above if you have questions.

Kindergarten Teachers

OES: 313022

Kindergarten teachers instruct kindergarten pupils in public or private schools in elemental, physical, mental, and developmental skills. Please do not include Instructional Aides or Preschool Teachers.

1. What job titles do you use for these duties? _____ 005

2. How many employees do you currently have in this occupation? _____ 010

How many of these fall within each of the following categories, and how many hours per week do they work, on average?

| | NUMBER OF EMPLOYEES | AVERAGE WEEKLY HOURS |
|-----------------------|--------------------------|--------------------------|
| Regular, Full-Time: | <input type="text"/> 590 | <input type="text"/> 591 |
| Regular, Part-Time: | <input type="text"/> 650 | <input type="text"/> 651 |
| Temporary Or On-Call: | <input type="text"/> 630 | <input type="text"/> 631 |
| Seasonal: | <input type="text"/> 610 | <input type="text"/> 611 |

3. Of the employees you currently have in this occupation, how many are: MALE? 060 FEMALE? 061

4. Of the people you have hired into this occupation over the last 12 months, how many were hired to fill: N/A _____

| | |
|---|--------------------------|
| vacancies resulting from promotions within your firm? | <input type="text"/> 031 |
| vacancies resulting from people in permanent positions leaving your firm? | <input type="text"/> 032 |
| new permanent positions resulting from growth? | <input type="text"/> 030 |
| temporary or seasonal positions? | <input type="text"/> 033 |

5. During the last year, did your firm's employment **in this occupation**: (Please Check One)

DECLINE ☐ 480 3 REMAIN STABLE ☐ 480 2 GROW ☐ 480 1

Why? _____ 481

6. Over the next three years, do you expect your firm's employment **in this occupation** to: (Please Check One)

DECLINE ☐ 740 3 REMAIN STABLE ☐ 740 2 GROW ☐ 740 1

Why? _____ 741

7. Are your employees in this occupation members of a union? (Please Check One) YES ☐ 300 1 NO ☐ 300 2

(Please mark yes if there is a union contract and membership is optional to the employee)

8. For the people you hire into this occupation, is previous experience **required**? (Please Check One)

NEVER ☐ 390 4 SOMETIMES ☐ 390 3 USUALLY ☐ 390 2 ALWAYS ☐ 390 1

9. If you require previous experience, what jobs can it be in and how many months of experience meet your qualifications?

| | | | |
|-----------|----------------------|-----------|----------------------|
| _____ 414 | _____ 416 | _____ 415 | _____ 417 |
| Job Title | Months of Experience | Job Title | Months of Experience |

10. How difficult is it to find **fully experienced and qualified** applicants?

(Please Check One) NOT DIFFICULT ☐ 721.1 A LITTLE DIFFICULT ☐ 721.2 SOMEWHAT DIFFICULT ☐ 721.3 VERY DIFFICULT ☐ 721.4

11. If you ever hire **inexperienced** applicants (trained or untrained), how difficult is it to find applicants who meet your hiring standards?

(Please Check One) NOT DIFFICULT ☐ 731.1 A LITTLE DIFFICULT ☐ 731.2 SOMEWHAT DIFFICULT ☐ 731.3 VERY DIFFICULT ☐ 731.4

12. Is training acceptable as a substitute for experience?

(Please Check One) NEVER ☐ 391.4 SOMETIMES ☐ 391.3 USUALLY ☐ 391.2 ALWAYS ☐ 391.1

13. If training or certification is required prior to employment, please describe what is needed and how much.

Training or Certification Needed _____ 153 Months of Training _____ 156

14. What level of formal education do **most** of your recently hired employees in this occupation have? (Please Check Only One)

| | |
|--|--|
| LESS THAN HIGH SCHOOL <input type="checkbox"/> 140 | ASSOCIATE (2 YEAR) DEGREE <input type="checkbox"/> 142 |
| HIGH SCHOOL OR EQUIVALENT <input type="checkbox"/> 141 | BACHELOR (4 YEAR) DEGREE <input type="checkbox"/> 144 |
| SOME COLLEGE, BUT NO DEGREE <input type="checkbox"/> 157 | GRADUATE STUDY <input type="checkbox"/> 158 |

15. What is the usual income earned by your employees in this occupation at the following levels of skill and experience?

(Please separate the base wage or salary from tips and commissions, if applicable.)

| | BASE WAGE OR SALARY | TIPS OR COMMISSIONS |
|---|---------------------|---------------------|
| New Hires With No Experience (Trained or Untrained): | \$ _____ 550 | \$ _____ 553 |
| New Hires Who Are Experienced: | \$ _____ 551 | \$ _____ 554 |
| Experienced Employees After Three Years With Your Firm: | \$ _____ 552 | \$ _____ 555 |

| Per: (Please Check One) | HOUR <input type="checkbox"/> 556 H | WEEK <input type="checkbox"/> 556 W | HOUR <input type="checkbox"/> 557 H | WEEK <input type="checkbox"/> 557 W |
|-------------------------|--------------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|
| | MONTH <input type="checkbox"/> 556 M | YEAR <input type="checkbox"/> 556 A | MONTH <input type="checkbox"/> 557 M | YEAR <input type="checkbox"/> 557 A |
| Other: _____ | <input type="checkbox"/> 556 O | <input type="checkbox"/> 556 O | Other: _____ | <input type="checkbox"/> 557 O |
| (please specify) | | (please specify) | | |

16. Does your firm offer benefits to employees **in this occupation**? (Please Check One) YES ☐ 589.1 NO ☐ 589.2

If yes, please specify: (Check All That Apply)

| | FULL-TIME | PART-TIME | | FULL-TIME | PART-TIME |
|--|------------------------------|--|------------------------------|-----------|-----------|
| MEDICAL INSURANCE <input type="checkbox"/> 573 | <input type="checkbox"/> 583 | PAID SICK LEAVE <input type="checkbox"/> 577 | <input type="checkbox"/> 587 | | |
| DENTAL INSURANCE <input type="checkbox"/> 574 | <input type="checkbox"/> 584 | PAID VACATION <input type="checkbox"/> 578 | <input type="checkbox"/> 588 | | |
| VISION INSURANCE <input type="checkbox"/> 575 | <input type="checkbox"/> 585 | RETIREMENT PLAN <input type="checkbox"/> 579 | <input type="checkbox"/> 589 | | |
| LIFE INSURANCE <input type="checkbox"/> 576 | <input type="checkbox"/> 586 | CHILD CARE <input type="checkbox"/> 580 | <input type="checkbox"/> 590 | | |
| Other (Please Specify): _____ 578 | | | _____ 588 | | |

17. Do you ever promote employees from **this occupation** to a higher level position? (Please Check One) YES ☐ 514.1 NO ☐ 514.2

If yes, please specify: _____ 514.25

18. When you recruit employees for this occupation, which of the following methods do you **primarily** use? (Check all that apply)

| | |
|---|---|
| EMPLOYEES' REFERRALS <input type="checkbox"/> 371 | PUBLIC SCHOOL OR PROGRAM REFERRALS <input type="checkbox"/> 376 |
| RECRUIT VIA NEWSPAPER ADS <input type="checkbox"/> 372 | PRIVATE SCHOOL REFERRALS <input type="checkbox"/> 377 |
| PRIVATE EMPLOYMENT AGENCIES <input type="checkbox"/> 373 | EMPLOYMENT DEVELOPMENT DEPT. <input type="checkbox"/> 374 |
| HIRE UNSOLICITED APPLICANTS <input type="checkbox"/> 379 | UNION HALL REFERRALS <input type="checkbox"/> 378 |
| IN-HOUSE PROMOTION OR TRANSFER <input type="checkbox"/> 370 | OTHER (Please Specify): _____ 380 |

19. What type of computer software skills, if any, do you seek in applicants for this occupation? (Please Check All That Apply)

WORD PROCESSING ☐ 050 SPREADSHEET ☐ 051 DATABASE ☐ 052 DESKTOP PUBLISHING ☐ 053

Other (Please Specify): _____ 054 _____ 055

20. Over the next three years, what new skills are needed to perform the functions of this occupation and what skills are becoming obsolete? (Please avoid using acronyms.)

NEW SKILLS:

OBSELETE SKILLS:

_____ 460 _____ 462

_____ 461 _____ 463

21. The following is a list of skills, physical abilities, and other qualifications that may or may not be important for **job entry** into this occupation. Please rate each of the qualifications, on a scale of 0 to 3, as to their level of importance for **job entry**. (Please circle)

| Technical Skills: | Not Important | | | Very Important | N/A |
|--|---------------|---|---|----------------|-------|
| (091830) Ability to apply teaching techniques | 0 | 1 | 2 | 3 | _____ |
| (091970) Audio visual teaching skills | 0 | 1 | 2 | 3 | _____ |
| (145041) Knowledge of early childhood development | 0 | 1 | 2 | 3 | _____ |
| (319200) Musical skills | 0 | 1 | 2 | 3 | _____ |
| (420801) Classroom management skills | 0 | 1 | 2 | 3 | _____ |
| (465650) Record keeping skills | 0 | 1 | 2 | 3 | _____ |
| (710230) Possession of State Teacher's Certificate | 0 | 1 | 2 | 3 | _____ |
| (900004) Problem solving skills | 0 | 1 | 2 | 3 | _____ |
| (281011) Oral reading skills | 0 | 1 | 2 | 3 | _____ |
| (282220) Artistic skills | 0 | 1 | 2 | 3 | _____ |
| (608000) Ability to apply principles of recreation | 0 | 1 | 2 | 3 | _____ |

| Personal or Other: | Not Important | | | Very Important | N/A |
|---|---------------|---|---|----------------|-------|
| (011550) Understanding of a variety of cultures | 0 | 1 | 2 | 3 | _____ |
| (794009) Imagination and creativity | 0 | 1 | 2 | 3 | _____ |
| (900032) Ability to maintain classroom discipline | 0 | 1 | 2 | 3 | _____ |
| (900048) Ability to exercise patience | 0 | 1 | 2 | 3 | _____ |
| (900132) Listening skills | 0 | 1 | 2 | 3 | _____ |

| Basic Skills: | Not Important | | | Very Important | N/A |
|------------------------------------|---------------|---|---|----------------|-------|
| (857090) Basic math skills | 0 | 1 | 2 | 3 | _____ |
| (900012) Oral communication skills | 0 | 1 | 2 | 3 | _____ |
| (900010) Ability to write legibly | 0 | 1 | 2 | 3 | _____ |

What other qualifications are important? (Please specify below)

22. Considering your most recent hires for this occupation, please note any qualifications that seem to be in short supply.

23. Would you like a copy of the "1997 Occupational Outlook Report?" Yes ☐ No ☐

Thank you for your cooperation!

APPENDIX E

SAN LUIS OBISPO COUNTY TRAINING PROVIDERS

The following is a list of San Luis Obispo County training providers and their vocational-related programs. These providers are organized alphabetically by school type. For more detailed information on program description, length, cost, prerequisite requirements etc., and on programs offered in Santa Barbara County, please refer to the 1996 Training Directory for San Luis Obispo and Santa Barbara Counties, available for purchase through the PIC.

Cuesta College

P.O. Box 8106
San Luis Obispo, CA 93405
Phone: (805) 546-3100
Fax: (805) 546-3966

Programs Offered:

- Administrative Assistant Certificate
- Ag. Technology – Agricultural Systems Management
- Ag. Technology - Animal Science
- Ag. Technology - Crop Science
- Ag. Technology – Dairy Science
- Ag. Technology – Environmental Horticulture
- Ag. Technology - Fruit Science
- Ag. Technology - Viticulture
- Automotive Technology
- Business Administration
- Collision Repair and Refinishing Specialist
- Computer Aided Design (Drafting)
- Computer and Information Science
- Computer Systems/Network Technology
- Construction Technology
- Construction Technology/Architectural Tech.
- Criminal Justice
- Early Childhood Education
- Electronics Technology
- Emergency Medical Technician
- Engineering
- Environmental Science Certificate
- Fashion Design
- Fashion Merchandising
- Fitness, Health, and Nutrition
- Interior Design
- Journalism
- Legal Office Specialist
- Library Technology
- Management
- Mass Communication
- Medical Assisting
- Nursing Assistant/Home Health Aide
- Registered Nursing
- Office Administration and Technology
- Office Professional Certificate
- Psychiatric Technician
- Recreation Administration
- Robotics Automation Technology
- Telecommunications Speech
- Welding Technology

California Polytechnic State University

(Please refer to their catalogue for a list of courses and degree programs.)

California Polytechnic Extended Education

Cal Poly/Jaspersen Hall

San Luis Obispo, CA 93407

Phone: (805) 756-2053

Fax: (805) 756-5933

Programs Offered:

- Advanced Management Development
- Construction Business Practices
- Human Resources Management Devel.
- Management and Supervisory Devel.
- Paralegal Studies Certificate
- Technical Communications
- Wine Marketing

Career Training Center (ROP)

Affiliated with Atascadero Unified School District

6495 Lewis Avenue

Atascadero, CA 93422

(805) 462-4384

Programs Offered:

- Computer Office Skills
- Medical Receptionist
- Medical Records Specialist
- Ward Clerk
- Medical Assistant
- Medical Transcriber
- Medical Insurance Billing Specialist
- Administrative Assistant
- Accounting
- Legal Secretary

Lucia Mar Unified School District Adult Education

(Mailing Address)

602 Orchard Street

Arroyo Grande, CA 93420

Phone: (805) 473-4244

Fax: (805) 473-4222

(Training Address)

495 Valley Road

Arroyo Grande, CA 93420

Programs Offered:

- Bookkeeping
- Computer Operator
- English as a Second Language
- GED
- Keyboarding

San Luis Coastal Unified School District Adult School

1530 Lizzie Street
San Luis Obispo, CA 93401
Phone: (805) 544-9090
Fax: (805) 544-0638

Programs Offered:

- Computerized Bookkeeping
- English as a Second Language
- GED
- Windows 3.1
- Windows 95
- Microsoft Office (Word, Excel, and Powerpoint)

PRIVATE SCHOOLS

A-1 Sewing and Fabric Center Vocational Center

829 Rockaway Avenue
Grover Beach, CA 93433
(805) 489-2663

Program Offered: Dressmaking/Alteration Techniques

California Coast Language Academy

1022 Mill Street
San Luis Obispo, CA 93401
Phone: (805) 541-8060
Fax: (805) 541-4810

Program Offered: English as a Second Language

Care Gem Co. Jewelry Training Studio

431 Nopal Way
Nipomo, CA 93444
Phone: (805) 929-1200
Fax: (805) 929-4591

Program Offered: Jewelry Making

Career Dynamics

(Mailing address)

P.O. Box 3977

Paso Robles, CA 93477-3977

Phone: (805) 237-3892

Fax: (805) 237-3896

(Training location)

828 11th Avenue

Paso Robles, CA 93447

(805) 239-9737

Programs Offered:

- Accounting Clerk
- Administrative Assistant
- Medical Front Office

Central California School of Body Therapy

(Mailing address)

1330 Southwood Drive #7

San Luis Obispo, CA 93401

Phone: (805) 783-2200

Fax: (805) 783-2200

(Training location)

2030 10th Street

Los Osos, CA 93402

Program Offered: Massage Therapy

Central California School of Continuing Education

3195 Mc Millan Avenue, Suite F

San Luis Obispo, CA 93401

Phone: (805) 543-9123

Fax: (805) 543-6330

Programs Offered:

- X-Ray Technician
- Ultrasonographer
- Medical Assistant
- Medical Transcribing
- Dental Assisting
- Medical Assistant/X-Ray Technician
- Computer Support Specialist

Century 21 Real Estate School

(Headquarters)

2428 N. Grand, Suite K

Santa Ana, CA 92705

Phone: (800) 300-7375

Program Offered: Real-Estate Pre-License

(Call Headquarters for a current list of training locations in the county.)

Computer Ease

180 North Ninth Street

Grover Beach, CA 93433

Phone: (805) 489-1290

Fax: (805) 473-3475

Programs Offered:

- Accounting
- Computer Graphics
- Computer Applications
- Internet
- Micro Computer Technician and Diagnostics
- Web Page Design

Computer Training Network

1137 Pacific Street

San Luis Obispo, CA 93401

Phone: (805) 546-0357

Fax: (805) 546-0431

Programs Offered:

- Bookkeeping Specialist
- Computer Training
- Desktop Publishing
- Medical Office Specialist

Contractors License Courses of California

11545 Los Osos Valley Road

San Luis Obispo, CA 93401

Phone: (805) 544-1682

Fax: none

Program Offered: Contractors License Test Preparation Course

Dynamic Skills Institute

(Mailing address)

P.O. Box 3977

Paso Robles, CA 93477-3977

Phone: (805) 237-3892

Fax: (805) 237-3896

(Training location)

828 11th Avenue

Paso Robles, CA 93446

(805) 237-3895

Programs Offered:

- Computer Basics
- Beginning Windows 95
- Windows 95
- Word Processing (Beg., Int., and Adv.)
- Information Processing – Spreadsheet (Beg., Int., and Adv.)
- Information Management – Database (Beginning)
- Advanced Applications (Word-Access)
- Small Business Accounting
- Employability Skills
- Team Building

Gold Coast Education, Inc.

(Mailing address)

135 West Carmen Lane

Santa Maria, CA 93454

Phone: (805) 928-1848

Fax: (805) 928-4078

(Training Locations)

San Luis Obispo Beauty College

285 South Street

San Luis Obispo, CA 93401

(805) 543-3305

Santa Maria Beauty College

135 West Carmen Lane

Santa Maria, CA 93454

(805) 928-1848

Santa Barbara Beauty College

4332 State Street

Santa Barbara, CA 93110

(805) 683-4191

Programs Offered: Cosmetology and Manicuring

H&R Block Income Tax Schools

1954 South Broadway, Suite A

Santa Maria, CA 93454

(805) 928-2391

(For north Santa Barbara and south San Luis Obispo county locations)

895 Napa Avenue

Morro Bay, CA 93442

(805) 772-9550

5850 Traffic Way

Atascadero, CA 93422

(805) 466-0490

527 Pine Road

Paso Robles, CA 93446

(805) 238-0715

Program Offered: Basic Tax Preparation

Huffman & Associates

5943 Traffic Way

Atascadero, CA 93422

Phone: (805) 461-1053

Fax: (805) 461-1053

Programs Offered:

- Entrepreneurial Skills
- Computer Diagnostics and Repair
(Parts A & B)
- Management Trainee
- Microcomputer Applications
- Receptionist and Secretarial Skills
- Sales and Marketing

International Bartenders School

(Corporate Office)

14151 Hawthorne Blvd.

Hawthorne, CA 90250

Phone: (310) 461-676-6696

Fax: (310) 973-0357

Program Offered: Bartender-Mixologist

(Call Headquarters for a current list of training locations in the county.)

MacTeacher

(Mailing address)

P.O. Box 696

San Luis Obispo, CA 93406-0696

(Training location)

895 Pismo Street

San Luis Obispo, CA 93401

Phone: (805) 541-9225

Fax: (805) 541-2131

Programs Offered:

- General Computer Literacy
- General Office/Clerical
- Graphic Arts
- Modems and On-line Services
- Special Topics (CAD, Bookkeeping, Database Management, Word Processing, etc.)

Montessori World Education Institute

72 Zaca Lane, Suite 110

San Luis Obispo, CA 93401

Phone: (805) 541-3100

Program Offered: Montessori Preschool and Elementary Education

Opportunities Unlimited

1303 Grand Avenue, Suite 119

Arroyo Grande, CA 93420

Phone: (805) 474-9006

Fax: (805) 474-9012

Programs Offered:

- Accounting
- Basic PC Assembly and Repair
- Computer Graphics
- Desktop Publishing
- General Computer Literacy
- General Office/Clerical
- Internet
- A+ Certification Course
- Microsoft MCSE Certification Course
- Novell CNA and CNE Certification Course
- Web Page Design

Pacific Coast School of Massage

P.O. Box 7124
Halcyon, CA 93421
Phone: (805) 481-3828
Fax: none

Program Offered: Massage Therapy

Pacific English Language Institute

1050 Foothill Blvd.
San Luis Obispo, CA 93405
Phone: (805) 543-9080
Fax: (805) 543-5675

Programs Offered: Varied – call the school for specific information.

Shoreline Occupational Services

Vocational Service Division of Goodwill Industries
800 Industrial Way
San Luis Obispo, CA 93401
(805) 544-0542

Programs Offered:

- Computer Applications
- Office Skills Training
- Retail Occupations Training

Travel Schools West

3000 Broad Street, Suite 113
San Luis Obispo, CA 93401
Phone: (805) 781-2630
Fax: none

Program Offered: Travel Agent

West Coast Schools

5385 El Camino Real
Atascadero, CA 93422
Phone: (800) 660-8515

Programs Offered:

- Appraisal Certification
- Medical Office Procedures
- Insurance Licensing and Continuing Ed.
- Real Estate Licensing and Continuing Ed.
- Registered Nursing Continuing Ed.



Private Industry

C O U N C I L

of San Luis Obispo County, Inc.

\$15.00